

SCHREINER UNIVERSITY
VOCATIONAL NURSING PROGRAM
STUDENT HANDBOOK

Winter 2019

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January 2019

Dear Schreiner University Vocational Nursing Student:

We want to welcome you to the Vocational Nursing (VN) degree program at Schreiner University. We realize that it has taken a tremendous amount of effort on your part to arrive at this point in your education. We want you to know that we are delighted to have you here and are excited for you and all the things that are on your horizons!

The VN Program Student Handbook is to be utilized in conjunction with the Schreiner University Student Handbook. This handbook specifically addresses policies and procedures related to the VN program, including your professional responsibilities as a nursing student.

Schreiner University holds students as our first priority. Schreiner is dedicated to nurturing individual learning that not only prepares students for successful careers, but also equips them for purposeful, humane and productive lives. The staff, the faculty and I are available to talk with you regarding any concerns about the nursing program.

Sincerely,

Loretta Moreno, RN, MSN Ed

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HISTORY OF SCHREINER UNIVERSITY

An independent and coeducational university, Schreiner has a colorful history rich with Texas heritage and traditions beginning in 1923. Schreiner was founded in that year when a Hill Country rancher, merchant and former Texas Ranger, Captain Charles Schreiner, asked the Presbyterian Church to help him put bricks, mortar, and people around a dream he had nurtured for many years. He donated land along the Guadalupe River and together they established "facilities for high grade instruction and military training to boys and young men as preparation for college and university work."

Not a Presbyterian himself, it is said that Captain Schreiner chose to work with the Presbyterians because their charter most closely resembled the constitution of the United States.

Schreiner's first students came in 1923 from remote ranching communities. But news of the prep school and nurturing atmosphere spread quickly. Soon scores of young men from varied backgrounds, from the Southwest and several Central and South American countries, gathered in Kerrville to earn high school diplomas and junior college degrees.

By 1971 the military training was discontinued and the school became fully coeducational.

In 1973 Schreiner phased out its high school and strengthened its college curricula.

In 1973 Schreiner College began its Vocational School of Nursing and has since graduated over 1,500 nurses. The pass rate for this program has ranged from 84% to 100% since Spring, 2001.

In 2001, the Board of Trustees voted to change from Schreiner College to Schreiner University.

In 2009, the faculty and Board of Trustees voted to establish a VN program and in 2010; the faculty approved the degree plan.

Schreiner University has had only five presidents in its history: James J. Delaney served from 1923 to 1950; Andrew Edington served from 1950 to 1971; Sam M. Junkin served from 1971 to 1996; and Dr. J. Thompson Biggers served from 1996 to January 2000. Junkin was named interim president in January 2000 and served in that role until May 2001. Dr. Charles T. Summerlin was named Schreiner's fifth president on June 1, 2001. Dr. Charles McCormick is currently the president of Schreiner University.

DIVERSITY OF STUDENTS

Since its inception in 1917, Schreiner University has been a Presbyterian school, and throughout our history we have maintained this historic connection. Today we are related by choice and by covenant to the Synod of the Sun, Presbyterian Church (USA).

However, a wide variety of churches and faith traditions are represented in the student body. There are currently seven recognized religious groups who meet regularly on campus. They include Baptist, Episcopal/Lutheran, United Methodist, Roman Catholic, Presbyterian, Jewish and the Fellowship of Christian Athletes.

Schreiner University also attracts international students and has welcomed students from: Japan, Germany, England, France, Mexico and Guatemala. Continuing to build relationships with students from all races, nationalities and religions is an overarching goal of all of SU's students, faculty and administration.

ACCREDITATION

Schreiner University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number: 404-679-4501) to award masters, baccalaureate and associate degrees.

The University also holds accreditation by the Texas Board of Nursing, Post Office Box 430, Austin, Texas (512-305-6816) and is approved by the State Board for Educator Certification (SBEC) for teacher certification programs. Documents pertaining to accreditation may be reviewed in the Office of the Vice President for Academic Affairs during normal office hours.

The University holds membership in the following organizations: the American

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Association for Higher Education, The Association of American Colleges and Universities, The American Council on Education, the Association of Presbyterian Colleges and Universities, the National Association of Independent Colleges and Universities, the Association of Texas Colleges and Universities, and the Independent Colleges and Universities of Texas.

Schreiner University vocational nursing program is approved by the Texas Board of Nursing, Post Office Box 430, Austin, Texas 78701 (512) 305-6816.

MISSION OF SCHREINER UNIVERSITY

Schreiner University, a liberal arts institution affiliated by choice and covenant with the Presbyterian Church (USA), is committed to educating students holistically. Primarily undergraduate, the university offers a personalized, integrated education that prepares its students for meaningful work and purposeful lives in a changing global society.

MISSION OF THE VN PROGRAM

In accordance with the Schreiner University's Mission Statement and the American Nurses Association's (2003) definition of nursing, Schreiner University's VN Program is committed to advancing the nursing profession through the holistic educational preparation of health professionals to develop and produce quality graduates who function as members of the interdisciplinary healthcare team and are nurse leaders, lifelong learners, and are dedicated to the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations through the provision of safe, competent, culturally sensitive, patient centered nursing care.

MAJOR CONCEPTS OF THE VN PROGRAM

Major concepts of the Schreiner University VN program include:

- Safety

- Communication
- Leadership
- Advocacy
- Professionalism
- Transcultural (Culturally Sensitive)
- Interdisciplinary

VISION OF SCHREINER UNIVERSITY

Schreiner University will always hold student success as its first priority. The university will be known for its academic rigor; it will continue to be an institution of opportunity where students from a variety of backgrounds and experiences learn through educational programs equipping them to achieve, excel, and lead. The university aspires to serve as a standard to others in programs and practices.

VISION OF THE VN PROGRAM

In accordance with the Schreiner University Vision Statement, the Schreiner University VN program holds student success as its first priority and pledges to nurture and equip students to achieve, excel, and lead. The School of Nursing is committed to ensuring its place as a leader in nursing education that aspires to serve as a standard to other programs and practices through the innovative development of a rigorous nursing curriculum that prepares future leaders of nursing to be lifelong learners and meet the ever-changing needs of the profession and society.

VALUES

Schreiner University and the Schreiner University VN program:

- Holds sacred the Christian convictions that each student is valuable and unique and that the university's purpose is to enable every student to grow intellectually, physically and spiritually.
- Values diversity of people and thought in a setting of open, civil discourse.

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- Embraces life-long learning and service to society as critical traits in a world whose community is global.
- Believes that higher education is instrumental in developing thoughtful, productive, and ethical citizens.
- Believes that the values that inform our relationships with our students should also inform our relationships with one another.

GOALS OF SCHREINER UNIVERSITY

- Support, promote, and initiate curricular and co-curricular programs which instill a culture of demonstrable excellence within a diverse community of scholars.
- Foster internal conditions and relationships and expand external partnerships with professional, service, and church-related communities to further the university's strategic vision.

Develop and be effective stewards of Schreiner's resources to achieve the educational mission of the university.

Schreiner University strives:

- To provide baccalaureate programs based in liberal knowledge from the humanities, the natural sciences, and the social sciences.
- To provide support for students to develop self-esteem, high ethical standards, and social responsibility.
- To maintain a college community reflecting values of the Christian tradition.
- To be a responsible academic resource for higher education to the national and international communities.

- To contribute responsibly to meeting the educational needs of the Texas Hill Country community.

A COVENANT BETWEEN SCHREINER UNIVERSITY AND THE SYNOD OF THE SUN

A Covenant is a traditional agreement made and honored by people of faith, affirming a shared purpose. It affirms mutual trust and concern, in the expectation that each party will remain steadfast in support of these common beliefs, values, and goals.

Schreiner University embodies the conviction that God is glorified in a humanity that is fully alive. We affirm the whole of life as the appropriate subject matter of learning. In company with over sixty Presbyterian-related colleges and universities in America, Schreiner conceives its educational purpose to be an expression of the commitment to love God with our entire mind.

Born in 1923 as Schreiner Institute through the united efforts of Capt. Charles Schreiner and the Presbyterian Church, the University has remained affiliated by choice and by covenant with the Presbyterian Church (U.S.A.) even as its educational role has evolved. Schreiner University is now a small, primarily residential liberal arts university, which carries out its educational purpose in the conviction that the pursuit of knowledge is integral to the Christian mission of worship and service. The pursuit is undertaken in the context of thoughtful interactions among a diverse community of faculty, staff, and students, a process that empowers students to discover and assimilate knowledge in personalized learning experiences.

Commitments of the Covenant Partners

This Covenant is between Schreiner University and the Synod of the Sun, Presbyterian Church (U.S.A.). It is a reaffirmation of our historical commitment to quality education, which addresses the spiritual as well as intellectual needs of persons as they prepare to become caring citizens in a complex world. Both Schreiner University and the Synod recognize this Covenant as the official agreement describing our primary relationship.

By this Covenant:

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- 1. Schreiner University affirms itself as integral to the mission of the Presbyterian Church (U.S.A.).
- 2. Schreiner University is committed to the student as a person; accordingly, the University will work with each student to achieve his or her educational potential, by nurturing the intellectual, spiritual, physical, and social development of the student.
- 3. Schreiner University will carry out its educational mission in freedom and integrity, confident as a community of learners that no truth is alien to the truth of God.
- 4. Schreiner University will offer programs of study in the liberal arts, professional fields, and selective graduate disciplines as well as addressing the educational needs of the region.
- 5. Schreiner University seeks to affirm the values of inclusiveness and diversity in its faculty, staff, student body and trustees.
- 6. Schreiner University will foster, where feasible, programs that provide leadership for the church and will, when possible, make its facilities available to church-sponsored groups.
- 7. Schreiner University will provide visible evidence of this covenant relationship with the Synod of the Sun, Presbyterian Church (U.S.A.) including, but not limited to, the following:
 - An ecumenical campus ministry program directed by a Presbyterian Church
(U.S.A.) Campus Minister
 - Consistent representation of campus ministry and church relations at all Board of Trustees meetings
 - A Director of Church Relations
 - A Director of Church Vocations
 - The Presbyterian Heritage Grant program
 - The Presbyterian Pan American School Agreement (PASA) program

- The study of religion as a component of a liberal arts education
- Encouraging students to be involved in regular worship, positive co-curricular life and service to the community

By this Covenant:

- The Synod of the Sun affirms Schreiner University as integral to the mission of the Presbyterian Church (U.S.A.).
- The Synod encourages its congregations and members to pray for the students, faculty, staff and trustees of the University.
- The Synod will interpret to its constituents the significant role of Schreiner University in the Church's mission in higher education. The Synod will encourage its constituents to actively support student recruitment and the giving of regular and special benevolent gifts, grants, and bequests to Schreiner University.
- The Synod will encourage Presbyterian congregations to participate in Schreiner University's Presbyterian Heritage Grant program and Pan American Schreiner Agreement, which benefits students attending the University. The Synod will also support Schreiner University through its annual budget.
- The Synod will encourage Schreiner University to make regular reports at Synod meetings, through *The Presbyterian Sun* newspaper, and directly to presbyteries, congregations, and individual members within the Synod.
- The Synod will encourage the use of the Schreiner University campus and resources for Synod and presbytery events.

The Synod will provide support for students and staff, whenever possible, to attend regional and national Presbyterian-related events.

Symbols of this Covenant:

- The Synod entrusts to the Board of Trustees of Schreiner University the responsibility of acting in historical continuity with the expressed purpose of the founders and according to their bylaws.
- The Board of Trustees of Schreiner University will provide that at least sixty percent of the Board at any given time be members in good standing of the churches and presbyteries of the Synod of the Sun.
- A representative of the Synod staff will attend the regular stated meetings of the Schreiner University Board of Trustees and act as informational liaison between the University and the Synod, reporting annually to the Board.
- At least annually, the Synod staff representative will meet with the Director of Church Relations and Campus Minister to review and reflect upon the efficacy of the covenant.
- The Synod will appoint a visiting team no less often than each five years and commission this team to visit Schreiner University to examine the Covenant relationship, to evaluate the practice by both the University and the Synod of their Covenant obligations, and to make suggestions concerning the reformation of the Covenant relationship.

PHILOSOPHY OF SCHREINER UNIVERSITY

Schreiner is dedicated to nurturing individual learning that not only prepares students for successful careers, but also equips them for purposeful, humane and productive lives.

PHILOSOPHY OF THE VN PROGRAM

In keeping with the philosophy of Schreiner University, the Schreiner University VN program will be committed to supporting our student nurses' academic success and will uphold that:

Nursing is a healthcare profession focused on the safe, knowledgeable, competent and holistic patient centered care of individuals, families, and communities so that they may maintain or recover optimal health when appropriate and experience the highest possible quality of life from birth to end of life.

- All individuals are unique beings and nursing care must be provided according to their individual needs.
- Students will be guided by the approach that promotes the concepts and benefits of the values of human dignity, altruism, autonomy, integrity, and social justice, without regard to ethnic background, gender, sexual orientation or religious beliefs.
- Students will be prepared as nurse leaders to be lifelong learners and function in a variety of nursing roles and exhibit the highest standards of achievement, patient care/advocacy and research.

VOCATIONAL NURSING PROGRAM OUTCOMES

Upon completion of the course of study, the student will have demonstrated the ability, through classroom didactic learning and clinical practicums to:

- Integrate knowledge and concepts based in liberal knowledge from the humanities, the natural sciences, and the social sciences to understand self and others to provide the cornerstone for nursing education and practice.
- Assume professional and personal accountability for one's own and delegated nursing care.
- Practice nursing that holds that the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- Utilize critical thinking skills to apply knowledge to assessment, diagnosis, planning and evaluation, and other processes of analysis for decision making and nursing interventions.

- Utilize information technology, patient care technology and quality improvement to assist in the coordination and delivery nursing care that provides safe, patient centered, competent and holistic nursing care in a variety of healthcare settings to individuals, families, groups, diverse cultures and communities that is based on nursing theory, evidence based research and other ways of knowing.
- Utilize effective oral and written communication to facilitate information sharing, care giving, professional relationships, and collaboration with patients, families and the interdisciplinary healthcare team.
- Promote and utilize standards of practice to manage and coordinate nursing care that utilizes cost effective measures to encourage healthy lifestyles, maximize individual function, quality of life and disease prevention from birth to death in both illness and health.
- Support human dignity and diversity through ethical, holistic, caring and compassionate care that is rooted in the heritage of Schreiner University, the Presbyterian Church and the Synod of the Sun.
- Holds sacred the Christian convictions that each patient, family, group and culture is valuable and unique.
- Practice in partnership with the patient and the interdisciplinary health care team to plan, coordinate, provide and evaluate safe, caring and effective patient centered nursing care.
- Engage in continued professional and personal development as leaders of nursing through life-long learning, self-care, and active participation in nursing and community organizations, leadership, healthcare policy and patient advocacy.

Vocational Nursing

Schreiner University offers a Vocational Nursing Program to prepare students to become a part of the health care team working under the supervision of licensed physicians and/or registered nurses to provide patient care in a variety of settings.

The role of the LVNs in the delivery of health care today demands greater skills and responsibilities than in the past. The nursing faculty work together and in cooperation with the nursing staff of area health care facilities to provide the

knowledge base and the 'hands-on' clinical application needed for our students to become competent, caring nurses in our community.

Our courses and sequencing of clinical experiences are designed to allow our graduates to be prepared to practice in a rapidly changing health care environment. Our students will give evidence of competence and skills to meet the needs of the patients assigned to their care. They will demonstrate mastery of the following outcomes:

1. Ability to communicate effectively, both verbally and through proper documentation, with patients, their families and other members of the health care team.
2. Knowledge of fundamental mathematical skills demonstrated by the ability to calculate dosages in medication administration.
3. Knowledge and understanding of normal human anatomy and physiology with the ability to recognize variations with disease and disorder.
4. Ability to critically analyze client needs and effectively formulate problemsolving nursing interventions using the nursing process.
5. Recognition of the diversity of human behaviors based on personal values, cultural, ethnic or religious beliefs and practices and demonstration of an understanding of the impact on patient care.
6. Ability to perform basic nursing care with adherence to the moral and ethical standards of the nursing profession and within the legal framework of the Nurse Practice Act.

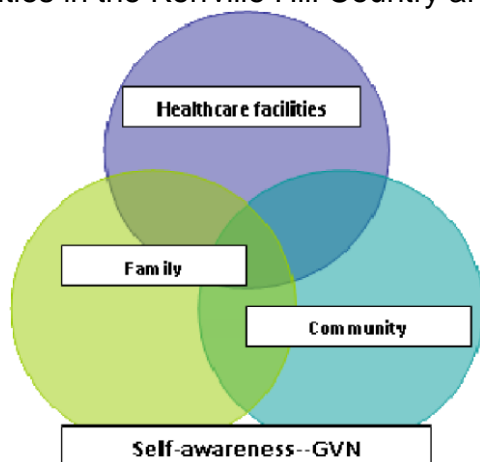
Mastery of the above outcomes will be determined by formal tests, assigned exercises, projects, and presentations as well as evaluations of clinical performance in actual patient care settings.

Conceptual Framework:

It is the purpose of the Schreiner University Vocational Nursing Program to prepare our graduates in the following areas:

- 1) Self-awareness and Self-esteem. It is our belief that the GVN must first be aware of her own strengths and weaknesses in order to carry out all the demands of his/her role. He/she must be committed to self-care and development as necessary ingredients to providing health services to others. Advances in self-development enhance a positive self-image and thus improves effectiveness in providing patient care.

- 2) Family and Community Responsibilities. As knowledgeable health care providers, our graduates will be able to work toward improving standards of health within the framework of family-living and community involvement.
- 3) Health Care Facilities. As faculty, we feel a commitment to our graduates to provide positive motivation and role models to become loyal, dependable, and effective employees of the various hospitals, nursing homes and other health care facilities in the Kerrville Hill Country area.



As a faculty we support the belief that the success in each of these concentric circles of involvement--family, community, employment--is dependent upon the strength of the inner self. Therefore, it is our belief that by broadening the base of self-awareness, self-development and self-esteem we can prepare our graduates for success in family, community, and career endeavors.

STUDENT FOCUSED

Schreiner University's holistic, student-centered philosophy is evidenced by the opportunities offered for student input:

- Town Hall Meetings - The Student Senate conducts Town Hall meetings where the campus comes together to discuss issues and new initiatives.

- Trustee Meetings - Schreiner University's Board of Trustees dedicates certain lunches solely to students, where they exchange ideas about all areas of the University's operations.
- Food Service Advisory Committee - The Food Service Advisory Committee evaluates the operation of the university's Food Service and also reviews any concerns or requests for changes in services. Persons interested in attending or submitting items for consideration should inquire in the Student Services Office.
- Free Speech Zone - In an effort to provide opportunities for free speech and to preserve the academic order of the university, the Office of the Dean of Students has established a procedure to provide for a free speech area. The free speech area is intended for campus community member use only (students, faculty and staff) and not for outside persons and/or agencies. University community members wishing to participate in the free speech area must petition through the Office of the Dean of Students.

Further evidence of Schreiner University's commitment to students and their individualized learning styles is the Learning Support Services Program. Too frequently, bright and intellectually capable students are academically unsuccessful because they are frustrated by a learning disability. Despite progress made in understanding learning disabilities, there is much that remains unknown by psychologists and educators. However, an intelligent, motivated student who is diagnosed with a specific learning disability can, with proper guidance and learning assistance, succeed academically in spite of his or her disability. Responding to the needs of such students, Schreiner University offers a comprehensive Learning Support Services Program. The Learning Support Services Program at Schreiner University serves a limited number of students, usually 70-85 each year, who have been diagnosed as learning disabled. Students in the program attend regular college-level courses, are held to the same high standards, and complete the same curriculum requirements as all other degree candidates. In addition to the LSS staff, the Schreiner University faculty is dedicated to helping students realize their full potential. Students admitted to the Learning Support Services program must be highly motivated, have the intellectual potential for success in a rigorous academic program, and have the ability to meet the demands of college life.

APPLICATION PROCESS AND REQUIREMENTS

Prospective students may apply to the Vocational Nursing (VN) program for the January class. Deadline for submission of application and other required paperwork to the Schreiner University VN program is September 30th. In the event September 30th falls on a weekend, the deadline for application will be extended to the following Monday at 5 pm. All prospective applicants should

contact the VN Admissions office at 830-792-7219 to inform the program of intent to apply and to schedule and complete an interview before the application deadline. Students will be notified by letter postmarked no later than November 1st. if they have been accepted into the VN program for the January class. This letter is sent to the address of record submitted to the VN program.

The VN program is not responsible for misdirected or undeliverable mail. Applicants are responsible for notifying the Coordinator of the VN program in writing of changes of address.

The applicant must complete the entrance examination; have all of the following paperwork submitted **and** an interview completed **October 30th deadline** to be eligible for admission to the VN Program in the January class:

1. Completed application for Schreiner University VN Program
2. Completed entrance examination
3. Three letters of recommendation (not family members) stating 3 strengths, 3 weaknesses and past and projected success of the applicant.
4. Essay, addressing why you want to be a nurse, what obstacles you feel may interfere with your successful completion of the VN program and if you feel you can overcome those obstacles (include your plan, if appropriate), your available support system, your hobbies, community service you have been active or are active in at this time, and your projected 5 and 10 year goals.
5. **Official** copies of transcripts of all schools attended mailed directly to Schreiner University (if not currently enrolled at SU).
6. Submit to and pass a drug screening examination at a laboratory of the School's choice.
7. Submit a record of completed: MMR, TD, Hepatitis B (Series of 3 immunizations) and Varicella (Series of 2 immunizations, TxDOH Varicella documentation form, or a titre), and TB skin test or chest X- ray prior to November 1st in compliance with the Health Care Provider terms of TAC 97.63. An annual flu immunization is required no later than November 1 of each year, unless medically contraindicated. Failure to present verification of the annual flu immunization by November 1st will result in denial of access to clinical sites, resulting in failure from the course dismissal from the VN program. The annual TB skin test or chest X-Ray

verification is due no later than 2 weeks prior to the first day of class. Effective January 1, 2012, new students entering Schreiner University who are less than 30 years of age will be required to show proof of meningitis vaccine in accordance with Texas Law per Senate Bill 1107.

8. Evidence of CPR certification by the American Heart Association for healthcare providers that is valid for a minimum of one year from time of application.
9. Evidence of Physical Examination by primary care provider who states that The student is cleared for participation in the VN program.
10. Lab work: Complete Blood Count, Comprehensive Metabolic Panel, Urinalysis.

Acceptance to the Schreiner LVN program

Successful personal interview with the VN program faculty.

Students must also have completed the designated prerequisite courses and the designated health requirements. Fulfillment of these minimum requirements does not guarantee admission, but makes you eligible to compete for admission to the VN program.

The Coordinator of the Schreiner University VN Program and one faculty member will evaluate the student's criteria for admission.

Students who meet the criteria for admission to the nursing program, but are not admitted may have the option of being waitlisted in the event an opening occurs prior to the beginning of the January class. Students may be offered a "Conditional Admission" which may include stipulations for attending mandatory tutoring and other activities as deemed necessary. The requirements of the Conditional Admission status must be met consistently or dismissal from the VN Program may be considered. Students who are not admitted ("Deferred") to the nursing program may reapply the following year; however, this does not assure admission.

NOTIFICATION OF ACCEPTANCE

Notification of acceptance into the VN program at Schreiner University will be made by letter. This letter is sent to the address of record submitted to the VN

program. The VN program is not responsible for misdirected or undeliverable mail. Applicants are responsible for notifying the Director of the VN program in writing of changes of address. The notification of acceptance will include an acknowledgement indicating acceptance of a seat in the class that is to be returned to the Director of the VN program within 2 weeks of the postmarked date of the letter.

When the student's acceptance letter is delivered to the VN Coordinator's office, the student will also confirm at that time that they have also signed up, paid for and submitted evidence of their immunizations, CPR and other requested information on the Immunization and Document Tracker for Castlebranch Background. Instructions for fulfilling this requirement will be included in your acceptance letter. This program is not optional.

This acceptance into the VN program is **provisional, pending evidence of receipt of a clear Criminal Background Check (CBC) in accordance with procedures outlined by the Board of Nursing, as evidenced by producing a "blue card" or outcome letter for verification to the Director of the VN program.**

Instructions for the CBC will be included in the Notification of Acceptance letter. **Please be advised that the CBC process takes between 60 and 90 days.**

This process cannot be rushed. Schreiner University has no control over the length of time that this process takes. It is recommended that you fulfill this requirement **immediately** after receipt of your notification of acceptance to the VN program.

In the event you fail for any reason to produce your evidence of successful completion of all required courses and your "blue card" or official outcome letter for your Criminal Background Check (CBC) by the deadlines as described above, your acceptance will be withdrawn and an alternative candidate will be selected to fill your slot. You will have to repeat the admission process the following year in order to be considered for admission to the VN program. THERE ARE NO EXCEPTIONS TO THIS RULE, SO DO NOT WAIT TO BEGIN THIS PROCESS! Further information regarding the CBC follows below under Criminal Background Check.

Students that have received a clear CBC and have charges/convictions requiring a Declaratory Order occur between the time of their clear CBC and the time of registration will not be admitted to classes until they are cleared by the BON to be eligible for licensure. If the student has charges/convictions during this time they must notify the Director of Nursing in person immediately. Students who become ineligible for licensure by the BON will not be admitted to the Schreiner University VN program and if currently enrolled, will be suspended.

POST ACCEPTANCE STUDENT RESPONSIBILITIES

- **Immediately** complete the required Criminal Background Check (CBC) and provide the Director of the VN program with the written results. The “blue card” must be shown and a color copy, front and back, provided to the VN office.
- **Immediately** sign up with Castlebranch Background Check per the instructions in your acceptance letter and submit the required documents.
- **Immediately** sign and return acceptance letter to the VN program Director.
- Complete all outstanding requirements as described in your acceptance letter.
- Pay tuition/fees or make arrangements for the full amount prior to the beginning of orientation for the VN Program and each semester thereafter.
- Purchase required books for the semester as stated in the course syllabus prior to orientation for the VN Program and the first day of class. Books are available through the Schreiner University Bookstore on campus.
- Purchase uniforms, patches and required clinical equipment as described in the Schreiner University VN Program Student Handbook prior to orientation for the VN Program. The patches must be sewn on both the left sleeve of the nursing scrub top and the lab coat in a professional manner. No safety pins allowed.
- Prior to the first day of orientation and the beginning of each semester in the VN Program, read the Schreiner University VN Program Student Handbook in its entirety. Be prepared to discuss any concerns you might have and sign the Certification page (APPENDIX A) and turn it in on the first day of orientation or beginning of each semester for the VN Program.
- Attend the mandatory 1 day VN student orientation prior to the beginning of classes.

Students who are accepted into the VN program at SU will be required to register their immunization record and CPR certification with Certified Background Check within 2 weeks of receiving their acceptance letter. The cost for this service is approximately \$24.00, which is payable directly to Castlebranch Background Check. This fee covers the student for the 1 year they are enrolled in the VN program.

Students will not be admitted to the VN Program or to the first day of class for each semester thereafter if records are incomplete. Multiple reminders will not be sent.

STUDENT EMPLOYMENT

It is highly recommended that in the event a VN student must work while they are enrolled in the program, they work a total of <20 per week. The course of study in the VN program is extremely challenging. There is a great deal of reading and examination content is included in examinations that are only located in the course reading assignments. As with any professional school, students are expected to be self-starters and prepare for class by reading all assignments and by completing the tutorials associated with those assignments, such as Evolve, The Point, or any materials assigned by Faculty.

CRIMINAL BACKGROUND SCREENING

A Criminal Background Check (CBC) is mandatory on all students who are accepted into the VN program at Schreiner University. The Board of Nursing (BON) will designate a company to do the background screening and will not accept results from any company other than the one designated by the Board. Students pay expenses related to all screening. Currently, that cost is \$34.24 plus \$9.95. These prices are subject to change.

IT IS IMPERATIVE THAT YOU ANSWER ALL THE QUESTIONS FULLY AND TRUTHFULLY ON THE CBC APPLICATION. The background check is extremely thorough. Follow the directions carefully. You must reveal **all** arrests, regardless of how long ago they occurred or how minor they were.

A student with a significant criminal background or a current conviction may not be allowed to register for nursing courses until the Texas Board of Nursing (BON) issues a declaratory order stating the individual is eligible for initial licensure or license renewal or determines that the individual is eligible to return to practice. If a BON reportable event occurs during the time the student is enrolled in the program, the Board of Nursing will notify the student of the appropriate procedure and will determine if the student is eligible to continue in the program. If a student becomes ineligible to sit for the NCLEX exam, they are not eligible to enroll in or attend classes in the Schreiner University VN program.

Applicants who must answer “yes” to any of the following questions **MUST** contact the Board of Nursing and file a petition for a declaratory order. See: www.bne.state.tx.us

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

You may only exclude Class C misdemeanor traffic violations.

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

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 on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the 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.

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

ELIGIBILITY FOR LICENSURE

It is important to note that completion of degree requirements for the VN does not guarantee licensure as a vocational nurse. Prior to graduation each student must pass the LVN program before the nursing faculty will approve the student's application to take the licensing exam (NCLEX-PN).

Eligibility for licensure as a registered nurse in the state of Texas is determined by the Texas Board of Nursing (BON). Texas law prohibits certain persons from taking the licensure exam and practicing nursing. Persons who have been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation imposed pursuant to such a conviction may be prohibited from licensure as a Vocational Nurse. Additionally, certain mental illnesses may prevent an individual from being licensed to practice nursing.

Any student who is concerned regarding their eligibility for licensure should contact the BON to have their individual case reviewed. The BON rule regarding eligibility for licensure is as follows:

§213.28. Licensure of Persons with Criminal Offenses.

(a) This section sets out the considerations and criteria in determining the effect of criminal offenses on the eligibility of a person to obtain a license and the consequences that criminal offenses may have on a person's ability to retain or renew a license as a registered nurse or licensed vocational nurse. The Board may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual that has been convicted of or received a deferred disposition for a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation.

(b) The practice of nursing involves clients, their families, significant others and the public in diverse settings. The registered and vocational nurse practices in an autonomous role with individuals who are physically, emotionally and financially vulnerable. The nurse has access to personal information about all aspects of a person's life, resources and relationships. Therefore, criminal behavior whether violent or non-violent, directed against persons, property or public order and decency is considered by the Board as highly relevant to an individual's fitness to practice nursing. The Board considers the following categories of criminal conduct to relate to and affect the practice of nursing:

(1) offenses against the person similar to those outlined in Title 5 of the Texas Penal Code.

(A) These offenses include, but are not limited to, the following crimes, as well as any crime that contains substantially similar or equivalent elements under another state or federal law:

- (i) Abandonment/Endangerment of a Child {TPC §22.041}
- (ii) Agree to Abduct Child for Remuneration: Younger than Eighteen {TPC §25.031}
- (iii) Aiding Suicide: Serious Bodily Injury/Death {TPC §22.08}
- (iv) Assault, Aggravated {TPC §22.02}
- (v) Capital Murder {TPC §19.03}
- (vi) Child Pornography, Possession or Promotion {TPC §43.26(a), (e) (Texas Rules of Criminal Procedure Ch. 62)}
- (vii) Indecency with a Child {TPC §21.11 (TRCP Ch. 62)}

- (viii) Indecent exposure (2 or more counts and/or required to register as sex offender) {TPC §21.08 (TRCP Ch. 62)}
- (ix) Injury to Child, Elderly, Disabled {TPC §22.04}
- (x) Kidnapping {TPC §20.03, §20.04 (TRCP Ch. 62)}
- (xi) Manslaughter {TPC §19.04}
- (xii) Murder {TPC §19.02}
- (xiii) Online Solicitation of a Minor {TPC §33.021(b), (c), (f); (TRCP Ch. 62)}
- (xiv) Prostitution, Compelling {TPC §43.05 (TRCP Ch. 62)}
- (xv) Protective Order, Violation {TPC §25.07, §25.071}
- (xvi) Sale or Purchase of a Child {TPC §25.08}
- (xvii) Sexual Assault {TPC §22.011 (TRCP Ch. 62)}
- (xviii) Sexual Conduct, Prohibited {TPC §25.02 (TRCP Ch. 62)}
- (xix) Sexual Assault, Aggravated {TPC §22.021 (TRCP Ch. 62)}
- (xx) Sexual Performance by Child {TPC §43.24 (d), §43.25(b) (TRCP Ch. 62)}
- (xxi) Unlawful Restraint {TPC §0.02}
- (xxii) Assault {TPC §22.01(a)(1), (b), (c)}
- (xxiii) Criminally negligent homicide {TPC §19.05}
- (xxiv) Improper Relationship between Educator and Student {TPC §21.12}
- (xxv) Improper photography {TPC §21.15}
- (xxvi) Obscenity, Wholesale promotion {TPC §43.23(a), (h)}
- (xxvii) Prostitution (3 or more counts) or Aggravated Promotion {TPC §43.02, §43.04}
- (xxviii) Resisting Arrest, Use of Deadly Weapon {TPC §38.03(d)}
- (xxix) Stalking {TPC §42.072(b)}
- (xxx) Harassment {TPC §42.07}

- (xxxii) Prostitution or Promotion of {TPC §43.02}
- (xxxiii) Protective Order, Violation {TPC §25.07, §38.112}
- (xxxiiii) Resisting Arrest {TPC §38.03(a)}
- (xxxv) Deadly conduct {TPC §22.05(a)}
- (xxxvi) Obscenity, Participates {TPC §43.23(c), (h)}
- (xxxvii) Terroristic Threat {TPC §22.07}
- (xxxviii) Criminal Attempt or Conspiracy {TPC §15.01, §15.02}

(B) These types of crimes relate to the practice of nursing because:

- (i) nurses have access to persons who are vulnerable by virtue of illness or injury and are frequently in a position to be exploited;
- (ii) nurses have access to persons who are especially vulnerable including 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 and may be subject to harm by similar criminal behavior;
- (iii) nurses are frequently in situations where they provide intimate care to patients or have contact with partially clothed or fully undressed patients who are vulnerable to exploitation both physically and emotionally;
- (iv) nurses are in the position to have access to privileged information and opportunity to exploit patient vulnerability; and
- (v) nurses who commit these crimes outside the workplace raise concern about the nurse's propensity to repeat that same misconduct in the workplace and raises concerns regarding the individual's ability to provide safe, competent care to patients.

(2) offenses against property, e.g., robbery, burglary and theft, etc.

(A) These offenses include, but are not limited to, the following crimes, as well as any crime that contains substantially similar or equivalent elements under another state or federal law:

- (i) Burglary (if punishable under Penal Code §30.02(d)) {TRCP Ch. 62 (§62.001(5)(D))}
- (ii) Robbery {TPC §29.02}
- (iii) Robbery, Aggravated {TPC §29.03}
- (iv) Arson {TPC §28.02(d)}
- (v) Burglary {TPC §30.02}
- (vi) Criminal Mischief {TPC §28.03}
- (vii) Money Laundering \geq \$1500 {TPC §34.02(e)(1) - (4)}
- (viii) Theft \geq \$1500 {TPC §31.03(e)(4) - (7)}
- (ix) Theft $<$ 9 {TPC §31.03(e)(1) - (3)}
- (x) Vehicle, Unauthorized Use {TPC §31.07}
- (xi) Criminal Trespass {TPC §30.05(a),(d)}
- (xii) Cruelty to Animals {TPC §42.091}
- (xiii) Criminal Attempt or Conspiracy {TPC §15.01, §15.02}

(B) These types of crimes relate to the practice of nursing because:

- (i) nurses have access to persons who are vulnerable by virtue of illness or injury and are frequently in a position to be exploited;
- (ii) nurses have access to persons who are especially vulnerable including 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 and may provide easy opportunity to be victimized;
- (iii) nurses have access to persons who frequently bring valuables (medications, money, jewelry, items of sentimental value, checkbook, or credit cards) with them to a health care facility with no security to prevent theft or exploitation;
- (iv) nurses frequently provide care in private homes and home-like settings where all of the patient's property and valuables are accessible to the nurse;

- (v) nurses frequently provide care autonomously without direct supervision and may have access to and opportunity to misappropriate property; and
- (vi) nurses who commit these crimes outside the workplace raise concern about the nurse's propensity to repeat that same misconduct in the workplace and, therefore, place patients' property at risk.
- (vii) certain crimes involving property, such as cruelty to animals and criminal trespass, may also concern the safety of persons and, as such, raise concerns about the propensity of the nurse to repeat similar conduct in the workplace, placing patients at risk. (3) offenses involving fraud or deception.

(A) These offenses include, but are not limited to, the following crimes, as well as any crime that contains substantially similar or equivalent elements under another state or federal law:

- (i) Attempt, Conspiracy, or Solicitation of Ch. 62 offense {TRCP Ch. 62}
- (ii) Tampering with a Government Record {TPC §37.10}
- (iii) Insurance Fraud: Intent to Defraud {TPC §35.02(a-1), (d)}
- (iv) Insurance Fraud: Claim > \$500 {TPC §35.02(c)}
- (v) Insurance Fraud: Claim < 0 {TPC §35.02 (c)(1) - (3)}
- (vi) Medicaid Fraud > \$1500 {TPC §35A.02(b)(4) - (7)}
- (vii) Medicaid Fraud < \$1500 {TPC §35A.02(b)(2) - (3)}
- (viii) Criminal Attempt or Conspiracy {TPC §15.01, §15.02}

(B) These types of crime relate to the practice of nursing because:

- (i) nurses have access to persons who are vulnerable by virtue of illness or injury and are frequently in a position to be exploited;
- (ii) nurses have access to persons who are especially vulnerable including 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;

- (iii) nurses are in the position to have access to privileged information and opportunity to exploit patient vulnerability;
- (iv) nurses are frequently in situations where they must report patient condition, record objective/subjective information, provide patients with information, and report errors in the nurse's own practice or conduct;
- (v) the nurse-patient relationship is of a dependent nature; and
- (vi) nurses who commit these crimes outside the workplace raise concern about the nurse's propensity to repeat that same misconduct in the workplace and, therefore, place patients at risk.

(4) offenses involving lying and falsification.

(A) These offenses include, but are not limited to, the following crimes, as well as any crime that contains substantially similar or equivalent elements under another state or federal law:

- (i) False Report or Statement {TPC §32.32, §42.06}
- (ii) Forgery {TPC §32.21(c), (d), (e)}
- (iii) Tampering with a Governmental Record {TPC §37.10}

(B) These crimes are related to nursing because:

- (i) nurses have access to persons who are vulnerable by virtue of illness or injury;
- (ii) nurses have access to persons who are especially vulnerable including 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;
- (iii) nurses are frequently in situations where they must report patient condition, record objective/subjective information, provide patients with information, and report errors in the nurse's own practice or conduct;
- (iv) honesty, accuracy and integrity are personal traits valued by the nursing profession, and considered imperative for the provision of safe and effective nursing care;

- (v) falsification of documents regarding patient care, incomplete or inaccurate documentation of patient care, failure to provide the care documented, or other acts of deception raise serious concerns whether the nurse will continue such behavior and jeopardize the effectiveness of patient care in the future;
- (vi) falsification of employment applications and failing to answer specific questions that would have affected the decision to employ, certify, or otherwise utilize a nurse raises concerns about a nurse's propensity to lie and whether the nurse possesses the qualities of honesty and integrity;
- (vii) falsification of documents or deception/lying outside of the workplace, including falsification of an application for licensure to the Board, raises concerns about the person's propensity to lie, and the likelihood that such conduct will continue in the practice of nursing; and
- (viii) a crime of lying or falsification raises concerns about the nurse's propensity to engage in similar conduct while practicing nursing and place patients at risk.

(5) offenses involving the delivery, possession, manufacture, or use of, or dispensing or prescribing a controlled substance, dangerous drug, or moodaltering substance.

(A) These offenses include, but are not limited to, the following crimes, as well as any crime that contains substantially similar or equivalent elements under another state or federal law:

- (i) Drug Violations under Health and Safety Code Chs. 481, 482, 483; or
- (ii) Driving While Intoxicated (2 or more counts) {TPC §49.09}

(B) These crimes relate to the practice of nursing because:

- (i) nurses have access to persons who are vulnerable by virtue of illness or injury;
- (ii) nurses have access to persons who are especially vulnerable including 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;

(iii) nurses provide care to critical care, geriatric, and pediatric patients who are particularly vulnerable given the level of vigilance demanded under the circumstances of their health condition;

(iv) nurses are able to provide care in private homes and home-like setting without supervision; (v) nurses who are chemically dependent or who abuse drugs or alcohol may have impaired judgment while caring for patients and are at risk for harming patients; and

(vi) an offense regarding delivery, possession, manufacture, or use of, or dispensing, or prescribing a controlled substance, dangerous drug or mood altering drug raises concern about the nurse's propensity to repeat that same misconduct in the workplace.

(vii) DWI offenses involve the use and/or abuse of mood altering drugs while performing a state licensed activity affecting public safety; repeated violations suggest a willingness to continue in reckless and dangerous conduct, or an unwillingness to take appropriate corrective measures, despite previous disciplinary action by the state.

(c) In considering whether a criminal offense renders the individual ineligible for licensure or renewal of licensure as a registered or vocational nurse, the Board shall consider:

- (1) the knowing or intentional practice of nursing without a license issued under the NPA;
- (2) any felony or misdemeanor involving moral turpitude;
- (3) the nature and seriousness of the crime;
- (4) the relationship of the crime to the purposes for requiring a license to engage in nursing practice;
- (5) the extent to which a license might offer an opportunity to engage in further criminal activity of the same type as that in which the person previously had been involved; and
- (6) the relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of nursing practice;
- (7) whether imprisonment followed a felony conviction, felony community supervision revocation, revocation of parole or revocation of mandatory supervision; and

(8) conduct that results in the revocation of probation imposed because of conviction for a felony or for a misdemeanor involving moral turpitude.

(d) Crimes listed under subsections (b)(1)(A)(i) - (xxi), (b)(2)(A)(i) - (iii), and (b)(3)(A)(i) of this section are offenses identified under §301.4535 of the NPA. As such, these offenses require the board to suspend a nurse's license, revoke a license, or deny issuing a license to an applicant upon proof of initial conviction.

(e) In addition to the factors that may be considered under subsection (c) of this section, the Board, in determining the present fitness of a person who has been convicted of or received a deferred order for a crime, shall consider:

(1) the extent and nature of the person's past criminal activity;

(2) the age of the person when the crime was committed;

(3) the amount of time that has elapsed since the person's last criminal activity;

(4) the conduct and work activity of the person before and after the criminal activity;

(5) evidence of the person's rehabilitation or rehabilitative effort while incarcerated or after release; and

(6) other evidence of the person's present fitness, including letters of recommendation from: prosecutors and law enforcement and correctional officers who prosecuted, arrested, or had custodial responsibility for the person; the sheriff or chief of police in the community where the person resides; and any other persons in contact with the convicted person.

(f) It shall be the responsibility of the applicant, to the extent possible, to obtain and provide to the Board the recommendations of the prosecution, law enforcement, and correctional authorities as required under this Act. The applicant shall also furnish proof in such form as may be required by the Board that he or she has maintained a record of steady employment and has supported his or her dependents and has otherwise maintained a record of good conduct and has paid all outstanding court costs, supervision fees, fines, and restitution as may have been ordered in all criminal cases in which he or she has been convicted or received a deferred order.

(g) If requested by staff, it shall be the responsibility of the individual seeking licensure to ensure that staff is provided with legible, certified copies of all court and law enforcement documentation from all jurisdictions where the individual has resided or practiced as a licensed health care professional. Failure to

provide complete, legible and accurate documentation will result in delays prior to licensure or renewal of licensure and possible grounds for ineligibility.

(h) The fact that a person has been arrested will not be used as grounds for disciplinary action. If, however, evidence ascertained through the Board's own investigation from information contained in the arrest record regarding the underlying conduct suggests actions violating the Nursing Practice Act or rules of the Board, the board may consider such evidence as a factor in its deliberations regarding any decision to grant a license, restrict a license, or impose licensure discipline.

(i) Behavior that would otherwise bar or impede licensure may be deemed a "Youthful Indiscretion" as determined by an analysis of the behavior using the factors set out in §213.27 of this title (relating to Good Professional Character), subsections (a) - (f) of this section and at least the following criteria:

- (1) age of 22 years or less at the time of the behavior;
- (2) absence of criminal plan or premeditation;
- (3) presence of peer pressure or other contributing influences;
- (4) absence of adult supervision or guidance;
- (5) evidence of immature thought process/judgment at the time of the activity;
- (6) evidence of remorse;
- (7) evidence of restitution to both victim and community;
- (8) evidence of current maturity and personal accountability;
- (9) absence of subsequent undesirable conduct;
- (10) evidence of having learned from past mistakes;
- (11) evidence of current support structures that will prevent future criminal activity; and
- (12) evidence of current ability to practice nursing in accordance with the Nursing Practice Act, Board rules and generally accepted standards of nursing. (j)
With respect to a request to obtain a license from a person who has a criminal history, the executive director is authorized to close an eligibility file

when the applicant has failed to respond to a request for information or to a proposal for denial of eligibility within 60 days thereof.

- (k) The board shall revoke a license or authorization to practice as an advanced practice nurse upon the imprisonment of the licensee following a felony conviction or deferred adjudication, or revocation of felony community supervision, parole, or mandatory supervision.
- (l) The board shall revoke or deny a license or authorization to practice as an advanced practice nurse for the crimes listed in Texas Occupations Code §301.4535.
- (m) The following disciplinary and eligibility sanction policies and guidelines shall be used by the Executive Director, the State Office of Administrative Hearings (SOAH), or the Board in evaluating the impact of criminal conduct on nurse licensure in eligibility and disciplinary matters:
- (1) Disciplinary Sanctions for Fraud, Theft and Deception approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1646) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>
 - (2) Disciplinary Sanctions for Lying and Falsification approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1647) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>
 - (3) Disciplinary Sanctions for Sexual Misconduct approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1649) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>
 - (4) Eligibility and Disciplinary Sanctions for Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder and published on February 22, 2008 in the *Texas Register* (33 TexReg 1651) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>
 - (5) Disciplinary Guidelines for Criminal Conduct approved by the Board and published on March 9, 2007 in the *Texas Register* (32 TexReg 1409) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/discp-guide.html>

The provisions of this §213.28 adopted to be effective September 1, 1998, 23 TexReg 6444; amended to be effective July 20, 1999, 24 TexReg 5473; amended to be effective November 14, 2002, 27 TexReg 10594; amended to be effective May 17, 2004, 29 TexReg 4884; amended to be effective March 14, 2007, 32 TexReg 1304; amended to be effective October 10, 2007, 32 TexReg 7058; amended to be effective July 2, 2008, 33 TexReg 5007.

§213.29. Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters.

- (a) A person desiring to obtain or retain a license to practice professional or vocational nursing shall provide evidence of current sobriety and fitness consistent with this rule.
- (b) Such person shall provide a sworn certificate to the Board stating that he/she has read and understands the requirements for licensure as a registered or vocational nurse and that he/she has not:
- (1) within the past five years, become addicted to or treated for the use of alcohol or any other drug; or
 - (2) within the past five years, been diagnosed with, treated or hospitalized for schizophrenia and/or other psychotic disorders, bi-polar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder.
- (c) If a registered or vocational nurse is reported to the Board for intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency; or if a person is unable to sign the certification in subsection (b) of this section, the following restrictions and requirements apply:
- (1) Any matter before the Board that involves an allegation of chemical dependency, or misuse or abuse of drugs or alcohol, will require at a minimum that such person obtain for Board review a chemical dependency evaluation performed by a licensed chemical dependency evaluator or other professional approved by the executive director;
 - (2) Those persons who have become addicted to or treated for alcohol or chemical dependency will not be eligible to obtain or retain a license to practice as a nurse unless such person can demonstrate sobriety and abstinence for the preceding twelve consecutive months through verifiable and reliable evidence, or can establish eligibility to participate in a peer assistance program created pursuant to Chapter 467 of the Health and Safety Code;

- (3) Those persons who have become addicted to or treated for alcohol or chemical dependency will not be eligible to obtain or retain an unencumbered license to practice nursing until the individual has attained a five-year term of sobriety and abstinence or until such person has successfully completed participation in a board-approved peer assistance program created pursuant to Chapter 467 of the Health and Safety Code.
- (4) Those persons who have been diagnosed with, treated or hospitalized for the disorders mentioned in subsection (b) of this section shall execute an authorization for release of medical, psychiatric, and treatment records.

(d) It shall be the responsibility of those persons subject to this rule to submit to and pay for an evaluation by a professional approved by the executive director to determine current sobriety and fitness. The evaluation shall be limited to the conditions mentioned in subsection (b) of this section.

(e) Prior intemperate use, mental illness, or diminished mental capacity is relevant only so far as it may indicate current intemperate use or lack of fitness.

(f) With respect to chemical dependency in eligibility and disciplinary matters, the executive director is authorized to:

- (1) review submissions from a movant, materials and information gathered or prepared by staff, and identify any deficiencies in file information necessary to determine the movant's request;
- (2) close any eligibility file in which the movant has failed to respond to a request for information or to a proposal for denial of eligibility within 60 days thereof;
- (3) approve eligibility, enter eligibility orders and approve renewals, without Board ratification, when the evidence is clearly insufficient to prove a ground for denial of licensure; and
- (4) propose conditional orders in eligibility, disciplinary and renewal matters for individuals who have experienced chemical/alcohol dependency within the past five years provided:
 - (A) the individual presents reliable and verifiable evidence of having functioned in a sober/abstinent manner for the previous twelve consecutive months; and
 - (B) licensure limitations/stipulations and/or peer assistance program participation can be implemented which will ensure that patients and the public are protected until the individual has attained a five-year term of sobriety/abstinence.

(g) With respect to mental illness or diminished mental capacity in eligibility, disciplinary, and renewal matters, the executive director is authorized to propose conditional orders for individuals who have experienced mental illness or diminished mental capacity within the past five years provided:

(1) the individual presents reliable and verifiable evidence of having functioned in a manner consistent with the behaviors required of nurses under the Nursing Practice Act and Board rules for at least the previous twelve consecutive months; and

(2) licensure limitations/stipulations and/or peer assistance program participation can be implemented which will ensure that patients and the public are protected until the individual has attained a five-year term of controlled behavior and consistent compliance with the requirements of the Nursing Practice Act and Board rules.

(h) In renewal matters involving chemical dependency use, mental illness, or diminished mental capacity, the executive director shall consider the following information from the preceding renewal period:

(1) evidence of the licensee's safe practice;

(2) compliance with the NPA and Board rules; and

(3) written verification of compliance with any treatment.

(i) Upon receipt of items (h)(1) - (3) of this section, the executive director may renew the license.

(j) The following disciplinary and eligibility sanction policies and guidelines shall be used by the Executive Director, the State Office of Administrative Hearings (SOAH), or the Board in evaluating the appropriate licensure determination or sanction in eligibility and disciplinary matters:

(1) Eligibility and Disciplinary Sanctions for Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder and published on February 22, 2008 in the *Texas Register* (33 TexReg 1651) and available on the Board's web site at

<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

(2) Disciplinary Guidelines for Criminal Conduct approved by the Board and published on March 9, 2007 in the *Texas Register* (32 TexReg 1409) and available on the Board's website

<http://www.bon.state.tx.us/disciplinaryaction/discp-guide.html>

The provisions of this §213.29 adopted to be effective September 1, 1998, 23 TexReg 6444; amended to be effective July 20, 1999, 24 TexReg 5473; amended to be effective November 14, 2002, 27 TexReg 10594; amended to be effective May 17, 2004, 29 TexReg 4884; amended to be effective October 10, 2007, 32 TexReg 7058; amended to be effective July 2, 2008, 33 TexReg 5007.
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DECLARATORY ORDER

Individuals who have reason to believe they may be ineligible for licensure may request the Board of Nursing make a determination of eligibility. An individual may file a request for a **Declaratory Order of Eligibility** with the BON. It is important to pursue this option in order to avoid investing 4 years in nursing education only to find out that one is not eligible for licensure. Applications and guidelines for filing a declaratory order are found at the BON website at www.bne.state.tx.us. The cost is \$150.00 plus paperwork. The BON considers the offense and determines if the student will be allowed to sit for the licensure exam. **For example, these offenses are never acceptable: Felonies, drug convictions, convictions involving death, child abuse or elder abuse.** The BON rule regarding Declaratory Order follows:

§213.30. Declaratory Order of Eligibility for Licensure.

- (a) A person enrolled or planning to enroll in an educational nursing program that prepares a person for an initial license as a registered or vocational nurse or an applicant who seeks licensure by endorsement pursuant to §217.5 of this title (relating to Temporary License and Endorsement) who has reason to believe that he or she may be ineligible for licensure, may petition the Board for a declaratory order or apply for a license by endorsement as to his or her eligibility.
- (b) The person must submit a petition or application on forms provided by the Board which includes:
- (1) a statement by the petitioner or applicant indicating the reason(s) and basis of potential ineligibility;
 - (2) if the potential ineligibility is due to criminal conduct and/or conviction, any court documents including, but not limited to, indictments, orders of deferred adjudication, judgments, probation records and evidence of completion of probation, if applicable;
 - (3) if the potential ineligibility is due to mental illness, evidence of evaluation, including a prognosis, by a psychologist or psychiatrist, evidence of treatment, including any medication;

- (4) if the potential ineligibility is due to chemical dependency including alcohol, evidence of evaluation and treatment, after care and support group attendance; and
- (5) the required fee which is not refundable.
- (c) An investigation of the petition/application and the petitioner's/applicant's eligibility shall be conducted.
- (d) The petitioner/applicant or the Board may amend the petition/application to include additional grounds for potential ineligibility at any time before a final determination is made.
- (e) If an applicant under §217.5 of this title has been licensed to practice professional or vocational nursing in any jurisdiction and has been disciplined, or allowed to surrender in lieu of discipline, in that jurisdiction, the following provisions shall govern the eligibility of the applicant under §213.27 of this title (relating to Good Professional Character).
- (1) A certified copy of the order or judgment of discipline from the jurisdiction is prima facie evidence of the matters contained in such order or judgment, and a final adjudication in the other jurisdiction that the applicant has committed professional misconduct is conclusive of the professional misconduct alleged in such order or judgment.
- (2) An applicant disciplined for professional misconduct in the course of nursing in any jurisdiction or an applicant who resigned in lieu of disciplinary action is deemed to not have present good professional character under §213.27 of this title and is therefore ineligible to file an application under §217.5 of this title during the period of such discipline imposed by such jurisdiction, and in the case of revocation or surrender in lieu of disciplinary action, until the applicant has filed an application for reinstatement in the disciplining jurisdiction and obtained a final determination on that application.
- (f) If a petitioner's/applicant's potential ineligibility is due to criminal conduct and/or conviction, the following provisions shall govern the eligibility of the applicant under §213.28 of this title (relating to Licensure of Persons with Criminal Convictions):
- (1) The record of conviction or order of deferred adjudication is conclusive evidence of guilt.
- (2) Upon proof that a felony conviction or felony order of probation with or without adjudication of guilt has been set aside or reversed, the petitioner or applicant shall be entitled to a new hearing before the Board for the purpose of

determining whether, absent the record of conclusive evidence of guilt, the petitioner or applicant possesses present good professional character and fitness.

(g) If the executive director proposes to find the petitioner or applicant ineligible for licensure, the petitioner or applicant may obtain a hearing before the State Office of Administrative Hearings. The Executive Director shall have discretion to set a hearing and give notice of the hearing to the petitioner or applicant. The hearing shall be conducted in accordance with §213.22 of this title (relating to Formal Proceedings) and the rules of SOAH. When in conflict, SOAH's rules of procedure will prevail. The decision of the Board shall be rendered in accordance with §213.23 of this title (relating to Decision of the Board).

(h) A final Board order is issued after an appeal results in a Proposal for Decision from SOAH. The Board's final order must set out each basis for potential ineligibility and the Board's determination as to eligibility. In the absence of new evidence not disclosed by the petitioner or not reasonably available to the Board at the time the order is issued, the Board's ruling determines the person's eligibility with respect to the grounds for potential ineligibility as set out in the order. An individual whose petition is denied by final order of the Board may not file another petition or application for licensure until after the expiration of three years from the date of the Board's order denying the petition or application for licensure. If the applicant or petitioner does not appeal or request a formal hearing at SOAH after a letter proposal to deny eligibility made by the E&D Committee or the executive director, the applicant or petitioner may re-petition after the expiration of one year from the date of the proposal to deny eligibility, in accordance with this rule and §301.257, Texas Occupations Code.

(i) The following disciplinary and eligibility sanction policies and guidelines shall be used by the Executive Director, the State Office of Administrative Hearings (SOAH), when recommending a declaratory order of eligibility; and the Board in determining the appropriate declaratory order in eligibility matters:

(1) Disciplinary Sanctions for Fraud, Theft and Deception approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1646) and available on the Board's website at:

<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

(2) Disciplinary Sanctions for Lying and Falsification approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1647) and available on the Board's website at:

<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

- (3) Disciplinary Sanctions for Sexual Misconduct approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1649) and available on the Board's website at:
<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>
- (4) Eligibility and Disciplinary Sanctions for Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder and published on February 22, 2008 in the *Texas Register* (33 TexReg 1651) and available on the Board's website at
<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>
- (5) Disciplinary Guidelines for Criminal Conduct approved by the Board and published on March 9, 2007 in the *Texas Register* at (32 TexReg 1409) and available on the Board's website at:
<http://www.bon.state.tx.us/disciplinaryaction/discp-guide.html>

The provisions of this §213.30 adopted to be effective August 15, 2002, 27 TexReg 7107; amended to be effective May 17, 2004, 29 TexReg 4884; amended to be effective February 19, 2006, 31 TexReg 847; amended to be effective October 10, 2007, 32 TexReg 7058; amended to be effective July 2, 2008, 33 TexReg 5007.

GOOD PROFESSIONAL CHARACTER

The laws regulating nursing in Texas require that a candidate for licensure possess good professional character. Students are regularly evaluated for good professional character throughout the program of study. Students who do not demonstrate the qualities required by the Nurse Practice Act will not be recommended for licensure. Good professional character includes, but is not limited to, behaviors indicating: honesty, accountability, trustworthiness, reliability and integrity. In the first semester of the VN program, students will receive additional information regarding the BON rule related to Good Professional Character.

Students enrolled in the Schreiner University VN Program are expected to conduct themselves at all times in a professional manner, not only in interaction with patients, but with their peers, faculty and staff. The Schreiner University VN Program faculty reserves the right to request the withdrawal of any student whose conduct, actions, judgment, health, personal qualities or scholastic average or records indicate that it would make it imprudent for the student to continue in the program. The BON rule related to Good Professional Character follows:

§213.27. Good Professional Character.

(a) Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

(b) Factors to be used in evaluating good professional character in eligibility and disciplinary matters are:

(1) Good professional character is determined through the evaluation of behaviors demonstrated by an individual in his or her personal, academic and occupational history. An individual's age, education, and experience necessarily affect the nature and extent of behavioral history and, therefore, shall be considered in each evaluation.

(2) A person who seeks to obtain or retain a license to practice professional or vocational nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;

(B) is able to think and act rationally;

(C) is able to keep promises and honor obligations;

(D) is accountable for his or her own behavior;

(E) is able to practice nursing in an autonomous role with patients/clients, their families, significant others, and members of the public who are or who may become physically, emotionally, or financially vulnerable;

(F) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and

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

- (3) Any conviction for a felony or for a misdemeanor involving moral turpitude or order of probation with or without an adjudication of guilt for an offense that would be a felony or misdemeanor involving moral turpitude if guilt were adjudicated.
- (4) Any revocation, suspension, or denial of, or any other adverse action relating to, the person's license or privilege to practice nursing in another jurisdiction.

(c) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been convicted of a felony in Texas or placed on probation for a felony with or without an adjudication of guilt in Texas, or who has been convicted or placed on probation with or without an adjudication of guilt in another jurisdiction for a crime which would be a felony in Texas. A Petitioner, Applicant, or Licensee may be found lacking in present good professional character and fitness under this rule based on the underlying facts of a felony conviction or deferred adjudication, as well as based on the conviction or probation through deferred adjudication itself.

(1) The record of conviction or order of deferred adjudication is conclusive evidence of guilt.

(2) In addition to the disciplinary remedies available to the Board pursuant to Tex. Occ. Code Ann. §301.452(b)(3) and (4), Texas Occupations Code chapter 53, and §213.28, a licensee guilty of a felony under this rule is conclusively deemed to have violated Tex. Occ. Code Ann. §301.452(b)(10) and is subject to appropriate discipline, up to and including revocation.

(d) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been licensed to practice nursing in any jurisdiction and has been disciplined, or allowed to voluntarily surrender in lieu of discipline, in that jurisdiction.

(1) A certified copy of the order, judgment of discipline, or order of adverse licensure action from the jurisdiction is prima facie evidence of the matters contained in such order, judgment, or adverse action and is conclusive evidence that the individual in question has committed professional misconduct as alleged in such order of judgment.

(2) An individual disciplined for professional misconduct in the course of practicing nursing in any jurisdiction or an or an individual who resigned in lieu of disciplinary action (disciplined individual) is deemed not to have present good professional character and fitness and is, therefore, ineligible to file an Application for Endorsement to the Texas Board of Nursing during the period of such discipline imposed by such jurisdiction, and in the case of revocation or surrender in lieu of disciplinary action, until the disciplined

individual has filed an application for reinstatement in the disciplining jurisdiction and obtained a final determination on that application.

- (3) The only defenses available to a Petitioner, Applicant, or Licensee under section (d) are outlined below and must be proved by clear and convincing evidence:
- (A) The procedure followed in the disciplining jurisdiction was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process.
 - (B) There was such an infirmity of proof establishing the misconduct in the other jurisdiction as to give rise to the clear conviction that the Board, consistent with its duty, should not accept as final the conclusion on the evidence reached in the disciplining jurisdiction.
 - (C) The deeming of lack of present good professional character and fitness by the Board during the period required under the provisions of section (d) would result in grave injustice.
 - (D) The misconduct for which the individual was disciplined does not constitute professional misconduct in Texas.
- (4) If the Board determines that one or more of the foregoing defenses has been established, it shall render such orders as it deems necessary and appropriate.
- (e) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional or vocational nursing in Texas after the expiration of the three-year period in subsection (f) of this section, or after the completion of the disciplinary period assessed or ineligibility period imposed by any jurisdiction under subsection (d) of this section shall be required to prove, by a preponderance of the evidence:
- (1) that the best interest of the public and the profession, as well as the ends of justice, would be served by his or her admission to practice nursing; and
 - (2) that (s)he is of present good professional character and fitness.
- (f) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional or vocational nursing in Texas after a negative determination based on a felony conviction, felony probation with or without an adjudication of guilt, or professional misconduct, or voluntary surrender in lieu of disciplinary action and whose application or petition is denied and not appealed is not eligible to file another petition or application for licensure

until after the expiration of three years from the date of the Board's order denying the preceding petition for licensure.

(g) The following disciplinary and eligibility sanction policies and guidelines shall be used by the Executive Director, the State Office of Administrative Hearings (SOAH), or the Board in evaluating good professional character in eligibility and disciplinary matters:

(1) Disciplinary Sanctions for Fraud, Theft and Deception approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1646) and available on the Board's website at

<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

(2) Disciplinary Sanctions for Lying and Falsification approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1647) and available on the Board's website at

<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

(3) Disciplinary Sanctions for Sexual Misconduct approved by the Board and published on February 22, 2008 in the *Texas Register* (33 TexReg 1649) and available on the Board's website at

<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

(4) Eligibility and Disciplinary Sanctions for Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder and published on February 22, 2008 in the *Texas Register* (33 TexReg 1651) and available on the Board's website at

<http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

(5) Disciplinary Guidelines for Criminal Conduct approved by the Board and published on March 9, 2007 in the *Texas Register* (32 TexReg 1409) and available on the Board's website at

<http://www.bon.state.tx.us/disciplinaryaction/discp-guide.htm>

The provisions of this §213.27 adopted to be effective September 1, 1998, 23 TexReg 6444; amended to be effective November 14, 2002, 27 TexReg 10594; amended to be effective May 17, 2004, 29 TexReg 4884; amended to be effective October 10, 2007, 32 TexReg 7058; amended to be effective July 2, 2008, 33 TexReg 5007.

DRUG SCREENING

To protect the safety of patients in the clinical setting, a drug screening test at the student's expense will be required prior to application to the Schreiner University

VN program. Students are also subject to required random drug screening at the student's expense, with the student being accompanied by a Schreiner University employee. Additionally, in the event a student is suspected of being impaired at the assigned clinical site at any time while enrolled in the VN program, the instructor, in their professional judgment, may require a student to leave the clinical setting accompanied by a Schreiner University employee and go directly to an assigned laboratory and submit to drug testing at the student's expense. The VN Program Director will designate a company to do the drug screen and will not accept results from any company other than the one designated by the VN Program Director. Certain clinical sites may require additional drug screening(s) prior to the student's clinical rotation and this testing will be performed at the student's expense. The initial drug screening must be performed and results received by the Coordinator of the VN program **PRIOR TO** January 1 in the year in which you are applying for admission to the VN program, **NO EXCEPTIONS!!!** The student will pay the cost of any and all screenings at the time of the testing.

Drug Screening may also be required by some clinical agencies. The VN Program Coordinator will designate a company to do the drug screen and will not accept results from any company other than the one designated. The student will pay the cost of the screening at the time of the testing.

In the event a SU VN student is suspected of being impaired by drugs or alcohol while at SU or at a clinical site, they will be required to go for additional drug screening at that time, accompanied by a Schreiner University employee at the student's expense.

Any student with a positive drug screen will be immediately suspended for a minimum of one calendar year and will be required to provide documentation of successful treatment prior to being readmitted to clinical courses.

Any student that refuses to submit to a required drug screening will be immediately suspended.

If readmitted, the student must be retested by the School approved laboratory and have a negative drug screen. This testing is at the student's expense.

CPR

Students must show evidence of current CPR certification by the American Heart Association- Health Care Provider. Evidence of current CPR course certification

that is valid for the entire semester must be verified prior to registration for nursing courses each semester. It is the student's responsibility to keep their card renewed and a copy of that certification is provided to the Clinical Education Center Coordinator and posted online with Certified Background.

ESSENTIAL FUNCTIONS Physical and mental health is imperative for study and practice in professional nursing. Only those students who demonstrate qualities of physical and mental health typically considered by the Board of Nursing to be crucial for professional nursing practice will be admitted and retained in the VN Program.

Students who apply for admission to the VN Program, including persons with disabilities, must be capable of performing certain essential functions included in Appendix A of the Schreiner University VN Program Student Handbook either with or without accommodations. These essential functions are in compliance with the Board of Nursing expectations of any student who is seeking initial licensure as a registered nurse.

Essential functions are defined as the basic activities that a student must be able to demonstrate (vision, touch, hearing, and smell, etc.) in order to provide safe nursing care and accurate assessment skills. Any student that applies and has met the necessary prerequisites and can perform the essential functions of the nursing program in a reasonably independent manner, either with or without reasonable accommodations, will be considered for admission. For more information regarding essential functions, please see Appendix A of the Schreiner University VN Program Student Handbook.

Only those students who are diagnosed with disabilities covered by the ADA will be granted special accommodations in the classroom, clinical education center, and in the clinical setting.

HEALTH REQUIREMENTS

Good physical and mental health is essential for study and practice in professional nursing. The faculty of the nursing program reserves the responsibility for admitting and retaining only those students who demonstrate qualities of physical and mental health generally considered being imperative for professional nursing practice.

If a TB skin test is contraindicated or is found positive, then evidence of medical follow-up including a chest x-ray unless medically contraindicated with recommendations must be presented. An annual symptom screen will be required and submitted by the student to Castlebranch Background. If for any

reason, any required immunizations are contraindicated the student is required to present a record of medical evaluation and recommendations.

Students are responsible for reviewing and updating individual health records at SU prior to registration each semester they progress in the program.

LIABILITY, HEALTH AND NEEDLE STICK INJURY INSURANCE

Students are required to be covered by health (medical) insurance while a student in the SU VN program. Coverage is available through Schreiner University. Students are also required to be covered by liability insurance. The liability insurance fee is included in nursing course fees.

Your individual health insurance policy should cover you in the event you stick yourself with a needle. In the event you accidentally stick someone else with a needle, your liability insurance covers the event.

ACCIDENTAL NEEDLESTICK PROTOCOL

In the event a needle stick or contact with a body fluid takes place in the school or clinical setting, it is the student's IMMEDIATE responsibility to FIRST AND FOREMOST, thoroughly wash the needle stick or contaminated area with soap under running water immediately, identify the item that caused the contact (needle, etc) and notify your clinical instructor, preceptor, and the clinical facility.

Immediately following the above procedure, emergency treatment at a medical facility is imperative to reduce the risk of contracting HIV, HEP C, HEP B, etc., which could potentially have life-threatening consequences. Vaccines such as for hepatitis B and tetanus and follow-up for hepatitis C or other interventions may also be required.

COURSE EVALUATION PROCESS

GRADING SCALE

A = 90 or higher

B = 80 or higher

C = 75 - 80

F = 75 and below

GRADES

A complete description of the grading system used at Schreiner University is delineated in the University Catalog. Official grades are issued at the end of the term.

REQUIREMENTS FOR PASSING A COURSE

A minimum of 75% or C is required for passing nursing courses. Students must pass all components of a course.

For example, if a course has classroom (didactic), laboratory, and clinical components, the student will be required to achieve a minimum of 75% in each component. If the course evaluation is based on more than exams (e.g. papers, projects), the student must achieve a minimum average grade of 75% on exams in order to pass the course. In some cases a syllabus may state a higher exam score required for medication calculations and other critical tests. *Students must achieve a Satisfactory grade in clinical and a minimum average of 75 percent on the written examinations in order to pass the course.* In the event a student's average falls below an 80 and/or their performance is less than satisfactory in the clinical setting (including the nursing lab), they will be required to attend mandatory counseling, and tutoring

Classroom, clinical lab and clinical attendance are necessary components for the successful completion of courses in the VN Program.

A student will receive a grade of "I" in the event they have any outstanding paperwork, clinical paperwork, request for IDs, etc. or information that is not been turned in as requested by faculty, instructors, administration or staff.

CLASSROOM PARTICIPATION

Classroom participation is a required component of the VN Program. In the event you are unable to attend class due to illness; **YOU** must personally call your professor or instructor, as appropriate, prior **to the beginning of class**. It is unacceptable for you to ask someone else to call in for you. In the event you do not call, you will receive an unexcused absence. **In the event you have greater than 3 unexcused absences, you will be terminated from the VN program as this is considered unprofessional behavior.**

It is also important to note that in the event you miss greater than 5 classes (unexcused and excused combined), you will be terminated from the VN program as you will have missed 1/3 of the classes for the semester.

COURSE SYLLABUS

Instructions for obtaining each course syllabus will be provided by the instructor. All course information and assignments are subject to change.

COURSE EVALUATIONS

At the end of each semester, students will be given the opportunity to evaluate the teaching effectiveness of the course, the course instructor, the clinical instructor (when applicable), and the clinical site (when applicable).

STUDENT EVALUATIONS

Students will be evaluated at the middle of the level and then again at the end of the level

and as needed due to any individual circumstances. Student's clinical performance will be evaluated and reviewed with the student on a weekly basis. The weekly clinical evaluation will include the student's ability to apply theory to practice, clinical knowledge and skills, evidence of meeting course objectives, attendance, participation, conduct, appearance, professionalism, and interpersonal relationships. Student evaluations will include input of faculty, instructors, clinical staff, patients and others as appropriate. Students will be made aware of the evaluations and will be asked to sign the evaluation form. The signature does not necessarily mean that the student is in agreement with the evaluation, only that they have been given the opportunity to see the evaluation and discuss it with their instructor, a faculty member or the Director of the VN program.

GRADE APPELLATE PROCEDURE

For information regarding the Grade Appellate Procedure, please consult the Schreiner University Catalog/Student Handbook.

ACADEMIC DISHONESTY

The significance of academic honesty can never be overemphasized!

Academic dishonesty in any of its forms is totally intolerable at Schreiner University, where all students pursuing a nursing degree are held to high ethical, moral, and professional standards inherent to the nursing profession.

“Dishonest work on examinations, tests, or quizzes, or other written assignment includes giving or receiving of information, or the unauthorized use of books, papers, or notes. Dishonesty can result in the grade of F or zero, and the student may also face suspension from Schreiner University.” Additional information regarding academic dishonesty appears in the Schreiner University Student Handbook” (Schreiner University Catalog, 2009-2010, p. 57-58). Student papers are subject to review by [www./turnitin.com](http://www.turnitin.com) which allows educators to check students' work for improper citation or potential plagiarism. Additionally, the unauthorized use of electronic assistance is strictly prohibited and is also considered academic dishonesty.

The Schreiner University Code of Academic Conduct is located in the Schreiner University Student Handbook. The VN Program Certification Form with the Schreiner Promise is located in Appendix B of the Schreiner University VN Program Student Handbook.

ASSIGNMENTS

The teaching team reserves the right to make additional or alternate assignments in order to meet the needs of an individual student or a particular class.

EMAIL AND CHATROOM ASSIGNMENTS

Campus email and chat room discussions are used in nursing courses. All students are expected to access, navigate and utilize their campus email and Schreiner One for announcements, assignments and to check their calendar a minimum of **once daily**. Students are responsible for information and assignments sent via email and failure to retrieve email messages is not a viable excuse for failure to meet assignment deadlines. If you have any questions about using campus email, please see your course instructor or contact the HELP DESK at **EXT 7344**.

LATE ASSIGNMENTS

The due dates for all assignments will be strictly followed. Late assignments **may or may not be accepted at the instructor's discretion**; should the instructor accept a late assignment, he or she may reduce the grade of the assignment. Clinical paperwork is to be completed prior to the clinical experience.

WRITTEN ASSIGNMENTS

Students are encouraged to use the Schreiner University Writing Center to obtain additional guidance on written assignments.

ACADEMIC POLICIES

REINSTATEMENT TO VN PROGRAM

In the event a student withdraws or is suspended from the Schreiner University VN Program, that student will have to wait a period of one year and re-apply to the Director of the VN program for consideration of reinstatement.

REPITITION OF FAILED COURSE

Any student who does not pass a nursing course with a minimum of 75% (C) and a Satisfactory grade in the clinical portion (if applicable) will have to repeat that course the following year and will be placed on programmatic probation.

Students are not allowed any unexcused absences while on programmatic probation. The student will not be able to progress in any of their coursework until the class in which a grade lower than C was received has been repeated and a C or higher is received.

In the event, the student does not pass a second nursing course with a minimum of 75%, that student will be suspended from the VN Program for a period of one year and will have to re-apply for admission to the VN program.

SPECIAL ACCOMODATIONS TESTING POLICY The mission statement of Schreiner University affirms the college's long-standing commitment to serve a diverse community. Included in this commitment are ongoing efforts to make the learning resources of the university accessible to students with disabilities. In accordance with Section 504 of the Rehabilitation Act of 1973, Schreiner University provides academia adjustments/auxiliary aids for students with physical/medical, learning, and psychological disabilities. Students desiring academic adjustments/auxiliary aids should contact the Director, Learning Support Services/Section 504 Coordinator, Schreiner University, Kerrville, Texas. Requests will be considered on a case-by-case basis. Students requesting academic adjustments/auxiliary aids will be required to submit their requests **in writing** to the Director and provide current, written documentation of the disability from a qualified professional

Students with disabilities are responsible for meeting with their instructors to discuss their accommodations of *extended test time* and/or *testing in a quiet, nondistracting environment* (if prescribed) at the beginning of each semester, no later than the second week of class.

It is Schreiner University's policy that students take exams at the scheduled time of the course unless the Instructor **and** the Director of Disability Services approve an alternate time. Very rarely and on a case-by-case basis, will a student be allowed to begin an exam after the rest of the class has taken the exam. For additional information or to register for assistance, please call: **EXT 7256**.

SUSPENSION FROM VN PROGRAM

In the event, the student does not pass a total of one nursing course with a minimum of 75%, that student will be suspended from the VN Program for a period of one year and will have to re-apply for admission to the VN program.

Active participation in your clinical experience is a professional expectation. Failure to do so will result in a grade of unsatisfactory clinical performance, which automatically results in **course failure and suspension from the VN program for one year.**

The University reserves the right to suspend any student who fails all courses in a semester regardless of probation status. Suspension remains effective for one year. Within ten days of notification, suspension may be appealed in writing to the Vice President for Academic Affairs. The university's admission committee reviews all appeals.

WITHDRAWAL FROM VN PROGRAM

In order to officially withdraw from the University, a student must notify the Registrar's office in writing by the published date. A written withdrawal form in the office of the Registrar will be completed. A student may not withdraw from a term once the final exam period has begun. The University expects that each student will remain in academic good standing, that is: exhibit positive conduct, meet attendance requirements specified for each course, and, maintain a satisfactory fiscal relationship with the University. The University reserves the right to suspend or require the withdrawal of a student who does not meet these standards or for whom separation is judged by the University to be in the best interest of the student, other students, or the university.

Withdrawals become official as of the date the withdrawal form is initiated with the Registrar. For any students living on campus, room and meal charges will be assessed as long as services are rendered. Withdrawal will be noted as a "W" on the Official record. Students contemplating withdrawing from the university during a term or not returning after a break should contact the Registrar. In

addition to discussing reasons for withdrawing, it is very important that the withdrawal policy be followed. Among other things, severe financial problems can be avoided. Please refer to the Schreiner University Catalog for more information about withdrawals.

TERMINATION FROM VN PROGRAM

Students are subject to immediate termination from the VN program for documented impairment by drugs and/or alcohol while at school, participating in any official school business, or in the clinical setting. Other reasons for termination include cheating, plagiarism, violation of HIPPA or clinical site guidelines, 2 or more medication errors in the clinical setting, diversion of drugs, harm inflicted on a patient, failure to utilize sound clinical judgment, lack of fitness or good professional character as described by the Texas Board of Nursing, taking photos or posting pictures taken in the clinical setting on the internet, remarks posted on the internet regarding clinical sites, clinical experiences and/or patients, their family or significant other (including incidents that do not mention the clinical site or patient by name), recording patients in the clinical setting, taking, accepting or receiving money or gifts from patients or their family or significant other in the clinical setting, stealing, unauthorized absence from the clinical setting, patient abandonment, or a change in status resulting in becoming ineligible for licensing as a Vocational Nurse in the State of Texas. In the event a student is arrested for an offense that might or would prohibit them from becoming a Vocational Nurse, they would be suspended from the VN Program until a determination is made by the Board of Nursing. Students would not be allowed in the clinical setting until the Board of Nursing makes a determination as to their status. Students who are ineligible for licensure as a Vocational Nurse in the State of Texas will be terminated from the VN Program. Students who have greater than 3 unexcused absences will be terminated from the program. Students who have greater than 5 total absences from the classroom will be terminated from the program.

NON-SMOKING POLICY

As nurses, we are in a position to protect and promote the health of our patients and the public in general. As a result, the SU VN program has a non-smoking/no tobacco policy for students at all times while they are on campus, while in all clinical settings and at all times while in uniform whether it is at school, in clinical or in the general public. Smoking cessation assistance is available through the Wellness Center.

CONSUMPTION OF ALCOHOL WHILE IN UNIFORM

Students are not to consume alcoholic beverages while in their SU VN uniform.

VN PROGRAM PROTOCOL

CLASSROOM ETIQUETTE

TURN OFF ALL CELL PHONES. NO TEXTING OR CELL PHONE USAGE IS ALLOWED. CELL PHONES ARE NOT ALLOWED TO BE IN YOUR POSSESSION. Cell phones must be turned off and kept on the front desk at all times. In the event you are found to have a cell phone in your possession, you will be asked to leave the classroom and will receive a zero for any assignments that are due that day.

1. **Laptop computers may be used to take notes in class or for researching topics in the classroom setting. (Ask your instructor) In the event you are using your computer for “non-classroom related activities,” you will be asked not to bring your computer back to class.** You have chosen course of study in which people’s lives will someday be in your hands. For this reason, it is necessary for you to give your classroom time your full attention! Faculty members will have a cell phone available for the Emergency Notification System. Students will be located by VN program staff in the event of an emergency.
2. No food, drinks or smoking is allowed in the classrooms.
3. Students are expected to turn in all paperwork, proof of CPR and immunizations (annual flu immunization and TB, etc) on time. The VN faculty will not repeatedly ask you for the required materials. You need to be responsible and mark your calendars with due dates in the beginning of each semester. This is a professional expectation of a VN student. Failure to comply with the requested material/information may result in inability to attend any clinical/CEC session/class.
4. Students are expected to be in the classroom prior to the beginning of class – students will not be allowed to enter the classroom after the beginning of class. This will be considered an unexcused absence from the class to which the student is late. The student will be able to join a later (different) class. Exceptions: MD appointment with documentation, child illness with documentation, life-threatening or legal issues with documentation, known weather emergencies/situations
5. Permission to tape record should be received from each person being tape recorded.
6. Students may not bring children or pets to class, nursing lab, or to the clinical site.

7. Children may not be left unattended in any area of the Department of Nursing.
8. Hats and/or sunglasses may not be worn in the classroom, Clinical lab, faculty's offices or in your sessions with your clinical instructor.
9. Gossip can be libelous and is an unprofessional behavior. It will not be tolerated in the Schreiner University VN program. Gossip includes talk about your peers, patients, nurses, hospitals, doctors and healthcare professionals with whom you come into contact in the clinical setting.
10. **Absolutely no pictures, tape recordings, statements, etc.** will be taken in the clinical setting.
11. **Absolutely no postings** on Facebook or any social or other media that refer to or mention SU, a clinical site, professor or instructor, patient or anything with the VN program. Consequences for failure to follow this guideline include potential dismissal/termination from the program.
12. Students are subject to immediate dismissal from the SU VN program for unprofessional behavior, which also includes academic dishonesty.
13. **As you are preparing to enter the workforce as a Vocational Nurse, you are expected to behave as a professional and arrive on time for all classes!** Timeliness is of utmost importance in our profession! We do not have the luxury of "running a few minutes late." You must begin to teach yourself at this point to be on time for all events. Leave for class early; allow extra time for traffic and parking. In the event you are late, you will not be allowed to enter the classroom and will receive an unexcused absence. In the event a quiz is administered that day, you will receive a zero for that grade with no make-ups.
14. Students who fall asleep in class or lab will be asked to leave the classroom and will receive a zero for any assignments or quizzes that are due that day.
15. **Students are not allowed to sign in or call in for another student under any circumstance.**

EXAMINATIONS

All course and class objectives are testable material, including all required readings, lecture and discussion content, related material in the course syllabus, content covered by media presented in or required for class, and material given as handouts. The final examination is comprehensive for all lectures, skills lab sessions, and assignments.

EXAMINATION GUIDELINES

1. Students are required to sit for all scheduled course examinations.
2. Exams must be taken on the scheduled date and at the scheduled time.

3. In the event missed exams are not made up, they will be recorded as "0" zero.
4. The course instructor will schedule all make-up exams, and points deducted.
5. Make-up exams will be representative of questions/content tested in regularly scheduled exams, however, they may or may not be the same exam.
6. In order to be eligible to take a make-up exam, instructors must be notified prior to missing an exam that the exam will be missed.
7. In the event a student fails to notify faculty prior to the beginning of the scheduled exam, the student will receive a "zero" for the exam.
8. Students will not be allowed to enter the testing area after the class time begins. In the event you arrive late, you will be denied entry to the examination and will receive a "zero" for the exam.

EXAMINATION PROCEDURE

TURN OFF ALL CELL PHONES. NO TEXTING OR CELL PHONE USAGE IS ALLOWED. CELL PHONES ARE NOT ALLOWED TO BE IN YOUR POSSESSION. Cell phones must be turned off and put on a desk in the front of the classroom. In the event you are found to have a cell phone in your possession, you will be asked to leave the examination and will receive a zero for the examination. Faculty members will have a cell phone available for the Emergency Notification System. Students will be located by the VN program staff in the event of an emergency.

1. Students will not be allowed to enter the testing area late.
2. Students are to report to the testing area 5 minutes prior to exam time to allow time for seating.
3. All personal items such as book bags, purses and cell phones (which will be turned off) will be placed in the front of the room prior to the exam.
4. In the event a student's only personal item is a cell phone, that phone must be turned off and be kept in the front of the room during the examination.
5. Students will not be allowed to leave the testing area during the exam.
6. No food, drinks or smoking in the classrooms.
7. Questions regarding specific test items are to be addressed directly to the faculty who taught that content within a period of two weeks after the exam.
8. Students are responsible for setting and keeping appointments with their professors/instructors within one week of exams to receive feedback regarding missed questions.
9. Unless otherwise indicated by the course instructor, the final exam is a comprehensive exam and may cover information from any course lecture, skills lab session, or assignment.
10. Under no circumstances will a student be allowed to retrieve his/her exam once it has been turned in to the test proctor.

VN Nursing Lab Weir 017 B

Full (active) participation in all skills lab assignments is required of each student: Attendance, demonstration and return demonstration is expected and required. Attendance at lab is considered clinical time and is mandatory. **In the event that you miss 2 days of the required hours in either the lab or the clinical setting you will fail the course and thus, not progress in your coursework the following semester.**

Lab testing scenarios are confidential and not to be discussed between students prior to the end of the semester (posting of the final grade). Questions can be directed to the Clinical Instructor of record.

1. **TURN OFF ALL CELL PHONES. NO TEXTING OR CELL PHONE USAGE IS ALLOWED. CELL PHONES ARE NOT ALLOWED TO BE IN YOUR POSSESSION. Cell phones must be turned off and kept on the desk in the front of the classroom at all times. In the event you are found to have a cell phone in your possession, you will be asked to leave the classroom and will receive a zero for any assignments that are due that day.** Faculty members will have a cell phone available for the Emergency Notification System. Students will be located by VN program staff in the event of an emergency.
2. No food, drinks or smoking in the lab.
3. Students are expected to be in their seats prior to the beginning of class.
4. Permission to tape record should be received from each person being tape recorded.
5. Students may not bring children or pets to class, lab, or to the clinical site.
6. Children may not be left unattended in any area of the nursing department.
7. All intrusive procedures requiring needles, syringes, and IV supplies must be done in the lab under the supervision of the clinical instructor or the lab Learning Coordinator. NO practice items may be removed from the lab.
8. Students may not practice invasive procedures on other humans in the lab.
9. **As you are preparing to enter the workforce as a Vocational Nurse, you are expected to behave as a professional and arrive on time for all classes!** Timeliness is of upmost importance in our profession! We do not have the luxury of “running a few minutes late.” You must begin to teach yourself at this point to be on time for all events. Leave for class early; allow extra time for traffic and parking. In the event you are late, you will not be allowed to enter the lab setting and will receive an unexcused absence. In

the event a quiz is administered that day, you will receive a zero for that grade with no make-ups.

10. Hats, sunglasses, or scarves may not be worn in the lab, faculty's offices or in your sessions with your clinical instructor. All outerwear worn in the lab should meet SU VN uniform guidelines.

CLINICAL PRACTICUM

The faculty of the Schreiner University VN program is responsible and accountable to the Administration of Schreiner University, the Hospitals and Facilities or Organizations of Affiliation, the School, the State Board of Nurse Examiners, and to the Public for managing the clinical learning experiences of students. A student to faculty ratio will be no greater than 10:1. The safety and wellbeing of patients in the clinical setting is of utmost concern. If, in the instructor's professional judgment, a student is unable to provide safe nursing care to patients, the student will be removed from the clinical setting and will receive an unsatisfactory grade for clinical – resulting in the student failing the course for the semester. In the event a student is suspected of being impaired by drugs or alcohol during a class or clinical practicum in the VN program, they will be required to immediately submit to a drug screening at their cost at the location of the VN program's choice.

Active participation in your clinical experience is a professional expectation. Failure to do so will result in a grade of unsatisfactory clinical performance, which automatically results in **course failure and suspension from the VN program for one year.**

UNIFORM DRESS CODE

During pre-clinical: Lab jacket and student name pin is also required. If preferred the approved student uniform may be worn. Street clothing is acceptable to be worn under the lab coat (vs. full nursing uniform). However, no clothing with obscene words or profanity, no halter tops, no see-through clothing, no bare midriff, no tube tops, no torn jeans, and no cutoffs or shorts should be worn to the clinical site. No open-toed shoes. Bear in mind that you are representing the Schreiner University VN program and it is your responsibility to look professional when coming in contact with staff, families and patients. Always introduce yourself and notify them that you are a Schreiner University student nurse in the VN program and report on and off the nursing unit to the appropriate staff member. Students should never wear the official school uniform casually in

public. Always bear in mind that your conduct while in uniform is a reflection on you, Schreiner University and the nursing profession.

Cell Phones - **TURN OFF ALL CELL PHONES. NO TEXTING OR CELL PHONE USAGE IS ALLOWED IN THE CLASSROOM, LAB, OR CLINICAL SETTING. CELL PHONES ARE NOT ALLOWED TO BE IN YOUR POSSESSION. Cell phones must be turned off and kept in your book bag or purse at all times. In the event you are found to have a cell phone in your possession, you will be asked to leave the clinical site and will receive a zero for any assignments that are due that day.**

Cologne/Perfume - No cologne or perfume is allowed in respect for persons who are ill or sensitive to chemicals. **No scented hand sanitizers are permitted.**

Cosmetics - Excessive make-up is not acceptable.

Hair – In an attempt to provide safe patient care, hair must be clean and kept away from the student's face. Hair shoulder length or longer must be pinned up or tied back. Bangs may not be long to impede the student's vision or ability to perform nursing tasks. Men's sideburns, mustaches, and/or beards must be clean and neatly trimmed at all times. Male students without beards must be clean shaven. Only natural shades of hair color are acceptable (no pink, purple, green, etc.). No ornaments or decorations will be worn in the hair. No hats or head gear are allowed.

Hygiene - Good personal hygiene is essential. An unclean, unkempt appearance and unpleasant body or breath odors are not acceptable. This includes the smell of perfume and/or tobacco products.

Jewelry - The only jewelry allowed is one ring on each hand and one pair of stud earrings. To avoid potential danger to patients and the student, students should ensure that their rings do not have sharp edges and that earrings are not large enough to allow clients to grab or pull them. Earrings may be worn in ear lobes only. No tongue rings or other body piercing jewelry is permitted. Male students: no earrings.

Misc - While in the clinical setting, students must have the following items with them at all times: stethoscope, watch, bandage scissors, BP cuff, black ink pens, pencil with eraser, drug reference book, pen-light, a small notebook, and any other items as assigned by your clinical instructor.

Nails - For sanitary purposes, nails must be kept short and clean (no longer than ¼ inch in length). Artificial nails, which may harbor bacteria dangerous to clients,

are not allowed. The only acceptable nail polish is a fresh coat of clear nail polish that is not chipped.

Name Tag - Name badges must be worn at all times in the clinical setting and will include: Name, Student Nurse VN Program, and Schreiner University. Badges are available for purchase at the University Bookstore. In the event a clinical site has also issued a name tag, you are required to wear that name tag as well (i.e., both name tags) at all times in the clinical setting. **YOU ARE NEVER ALLOWED IN A CLINICAL SETTING (FOR EVEN 1 SECOND) WITHOUT YOUR SU NAME TAG (AND YOUR CLINICAL SITE NAME TAG, IF APPLICABLE). YOU MAY BE PROVIDED WITH A HOSPITAL ID BADGE. THIS BADGE IS HOSPITAL PROPERTY AND MUST BE TURNED AT THE END OF EACH HOSPITAL ROTATION.**

Patch - The Schreiner University VN program patch is worn on the left sleeve of BOTH the scrub top and the lab coat. Patches are available for purchase in the University Bookstore.

Shoes - Shoes must be white cloth or leather, low-heeled with closed heels and toes that provide good support for the feet. Athletic shoes are acceptable. Shoes must be maintained in good condition, i.e., polished with clean shoelaces.

Smoking – Schreiner University has a no-tobacco policy. As many people are highly allergic to smoke and can potentially suffer serious health consequences and others find it highly offensive; students are **prohibited from smoking** on the way to clinical, while on breaks and at lunch in the clinical setting whether or not the clinical facility allows smoking.

Tattoos - No visible tattoos are allowed. In the event a student has a tattoo, it must be kept covered at all times in the clinical setting.

Uniform – Uniforms must be clean and free from wrinkles. The Schreiner University uniform consists of maroon scrub top with a VN program patch, VN program nametag and maroon scrub pant. A long- or short-sleeved white, or black shirt or turtleneck may be worn under the scrub top. Underwear should not be visible. A maroon scrub jacket is acceptable in the clinical sites and lab with a SU VN patch sewn on the left sleeve as previously described. No sweatshirts will be allowed in the lab.

Watch – While in the clinical setting, students must wear a working watch with a second hand.

Students who fail to meet the clinical practicum dress code criteria will be sent home and that day will count as an absence. In the event the student is sent

home a second day for being in violation of the dress code, that student may be asked to leave the program.

Compliance with the Uniform Dress Code is professional behavior and is an expectation of all nursing students.

As professionals, you are expected to review the dress code, Mission and Philosophy of each clinical facility. You are responsible to compare the SU VN dress code policy to the clinical site dress code policy. You are to choose the more restrictive of the 2 policies for your guideline. Hospital personnel have been instructed to send you away from their clinical site if you are not dressed in an appropriate manner. They will then notify me of the incident and you will be called in for counseling, as this is considered unprofessional behavior/unprofessional conduct.

CLINICAL ATTENDANCE REQUIREMENTS

In the event of extenuating circumstances preventing a student from being present for their clinical assignment, it is the responsibility of the student, with assistance from the clinical instructor, to meet the clinical course objectives. Excused absences include illness of the student or an immediate family member (with written doctor's excuse) or an unforeseen catastrophic event. The student must be excused directly by the clinical instructor.

In the event that you miss over 2 days in either the lab or the clinical setting, you will fail the course and thus, not progress in your coursework the following semester.

In the event of an absence, the student will:

1. Notify the assigned clinical site area prior to the scheduled beginning of the clinical rotation.
2. Leave a telephone number (with the clinical instructor) for contacting the student during the absence.
3. Notify the clinical faculty in accordance with the written instructions provided in the course syllabi.
4. Before returning to the clinical area from an absence, notify the clinical faculty for clearance to receive or resume your clinical assignment.
5. Any unexcused absence will be considered unprofessional clinical performance and may result in an unsatisfactory grade in clinical and thus, failure of the course.

6. Patient abandonment (leaving the clinical site or lab activity) without authorization from your instructor or professor or leaving the floor for a break or lunch without proper “handoff” of the patient by reporting to the charge nurse, your instructor or professor or another person designated by your instructor or professor, thus ensuring your patient/patients will be cared for and not placed in danger during your absence) will be subject to immediate suspension/termination from the VN program.
- 7.

CLINICAL PRACTICUM PROTOCOL

1. **Cell phones are not to be in your possession in the clinical setting.** **TURN OFF ALL CELL PHONES. NO TEXTING OR CELL PHONE USAGE IS ALLOWED.** Cell phones must be turned off and kept in your book bag or purse at all times. In the event you are found to have a cell phone in your possession (whether you are using your cell at the time or not), **you will be asked to leave the clinical site and will receive a zero for any assignments that are due that day.** Nursing faculty will have a cell phone available for the Emergency Notification Center. Students will be located by VN program staff in the event of an emergency.
2. Lunch breaks will be assigned by the clinical instructor, professor or the charge nurse on duty.
3. Breaks will only be taken if patient care and clinical necessity allows.
4. As some patients are highly allergic to smoke and can potentially suffer serious health consequences as a result to the exposure to smoke, no smoking is allowed while the student is enroute to clinical, on break or at lunch. **NO SMOKING POLICY**
5. The nursing lounge is not to be used as a study area.
6. Limit 2 students in the nursing lounge at one time.
7. Patient charts are not to be taken in the nursing lounge unless permission is received from the charge nurse on duty.
8. No personal calls will be made or received on the facility telephones.
9. Students are not to take any telephone or verbal orders. This should be referred to the charge nurse on duty.
10. Students are not to receive telephone information regarding lab values, test results or critical values. This should be referred to the charge nurse on duty.
11. Students are not to telephone information or give verbal reports regarding lab values, test results, critical values or patient status to patients, family members, friends, physicians or their offices.
12. Students are not to page physicians for any reason.
13. Students are not to visit with a patient after a clinical assignment.
14. Students must report on and off the floor to the charge nurse on duty when arriving or leaving for the day, before and after breaks and lunch.

15. Students must always identify themselves in the clinical setting as Ms. /Mr. (First Name) (Last Name), Student Nurse, Schreiner University VN Program both on the telephone and in person.
16. The clinical instructor should be present when a student is performing a skill for the first time. With the clinical instructor's permission, the charge nurse may observe subsequent demonstrations of a skill and initial the skills passport.
17. **Under no circumstances** should a student perform skills for which they are not approved by their clinical instructor without having a licensed nurse or physician present.
18. The student is responsible for identifying the patient according to the individual hospital or clinical location policy **PRIOR TO** providing treatments, medications, food, liquid, personal care or any other procedure.
19. When giving **ANY AND ALL** medications in the clinical setting, both the licensed nurse and the student must sign and initial the patient's medication record. The preparation and administration of **ANY AND ALL** medications must be done under the supervision of a licensed nurse. **STUDENTS ARE NEVER TO HAVE THE MEDICATION CART CODE OR NARCOTIC KEYS IN THEIR POSSESSION.**
20. In accordance with HIPPA, under potential penalty of fine and/or imprisonment, any information regarding patients shall be considered confidential and may not be discussed even with one's family or friends. Consequences for failure to follow this guideline include potential dismissal from the program.
21. **Absolutely no pictures, tape recordings, statements**, etc. will be taken in the clinical setting. Consequences for failure to follow this guideline include potential dismissal from the program.
22. **Absolutely no postings** on Facebook or any social or other media that refer to or mention SU, a clinical site, professor or instructor, patient or anything related to the VN program. Consequences for failure to follow this guideline include potential dismissal from the program. All patient interactions are strictly professional; patient identity must be protected at all cost.
23. Students are not to leave the clinical site premises at any time during the clinical rotation (including lunch and breaks) unless permission is received from the clinical instructor. Consequences for failure to follow this guideline include potential dismissal from the program.
24. **As you are preparing to enter the workforce as a Vocational Nurse, you are expected to behave as a professional and arrive on time for all classes!** Timeliness is of utmost importance in our profession! We do not have the luxury of "running a few minutes late." You must begin to teach yourself at this point to be on time for all events. Leave for class early; allow extra time for traffic and parking. If you are late to a clinical rotation, you will be asked to leave, and it will be counted as an unexcused absence. In the

event a quiz is administered that day, you will receive a zero for that grade with no make-ups.

25. As some people are highly allergic to perfume, no perfume is allowed to be worn in the clinical setting. No scented hand sanitizers are permitted.
26. **Active participation** in your clinical experience is a professional expectation. Failure to do so will result in a grade of unsatisfactory clinical performance, which automatically results in **course failure and suspension from the VN program for one year.**

CLINICAL PAPERWORK AND DAILY CLINICAL PROTOCOLS

Paperwork that must be completed weekly **prior** to your clinical time includes:

1. **Patient Information Sheet** –Canvas
2. **Patient Medication Sheet** – Canvas
3. **Textbook Research** – Canvas
4. **Nursing Care Plan** – Canvas
5. **Lab Result Sheet** – Canvas

Other paperwork may also be assigned as needed per faculty or your clinical instructor. Also, required paperwork depends on where you are in the progression.

On your clinical day, you will review your paperwork with your clinical instructor, who will offer feedback. You are responsible for making the necessary corrections based on that feedback and turning it in to your clinical instructor on Thursday, for Wednesday clinical, and/or on Monday, as requested. In the event this paperwork is not turned in, you may fail clinical, due to lack of participation, and not following guidelines.

When you first get out of report in the clinical setting:

1. Verify the level of care that your patient requires, i.e., self-transfer and self-care, one person assist, or lift transfer and full care, etc.
2. Determine if your patient is to shower that day
3. Check to see what time your patient has appointments for the day (PT, OT, X-ray, or Eye appointment, etc., so you can mark the appointment down and make sure your patient is on time)
4. Check to see if your patient needs to have an accu check and what time that would be.
5. Check to see if your patient has vital signs ordered q shift or more often.

6. Go to your patient and obtain vital signs. Perform a head to toe physical assessment of your patient. Report the vital signs and physical assessment results to the charge nurse and the med nurse. If your patient's vital signs are abnormal, ask for instructions on how often to repeat them.
7. Note the % that your patient ate (for all meals while you are on duty)
8. Record the information as necessary.
9. Next go back to your patient and get them set up for a shower if appropriate (clean towels, wash cloth, clean pajamas, etc.)
10. Assist/encourage them to shave, wash face, oral care, etc. (even if not shower day)
11. Change their sheets (even if not shower day)
12. After morning care is done, then interview your patient

You should also:

1. Encourage your patient to get cleaned up for the day even if it is not their bath day.
2. Do all of the morning and noon vital signs for the floor. Chart them and report them to the charge and med nurse.
3. Do all of the accu-checks for the floor at 11 am or otherwise indicated. Chart them and report them to the charge and med nurse.
4. Look for and seize learning opportunities. You can observe, **just do not provide care that you have not covered in your nursing skills course.**
5. You should go with your patients to appointments, x-ray, CT scans, physical therapy, etc.

MEDICATION ERRORS

If a medication error should occur in the clinical setting, the student must notify the instructor and charge nurse immediately. Hospital or facility procedures will be followed at that time. In the event more than two medication errors occur, the student will be immediately terminated from the VN Program.

PATIENT INJURY

In the event a patient who is under your care falls or is injured in any way whatsoever, **immediately** after that patient is out of danger you are required to contact your instructor and have the instructor come to your unit.

PHOTOGRAPHY, TAPING OR VIDEO

No tape recording, video recording or photography is allowed in the clinical setting. Consequences for failure to follow this guideline include potential dismissal from the program.

TRANSPORTATION

Students are responsible for their transportation to and from all clinical facilities.

PROGRAM OF STUDY

Progression through the Vocational Nursing Program

	Credit hours	Clock hours
Semester I		
VONR 1101 Personal/Vocational Relationships	1	30
VONR 1102 Nutrition/Diet Therapy	1	25
VONR 1401 Fundamentals of Vocational Nursing (Clinical)	4	205
VONR 1402 Body Structure/Function	4	65
VONR 1501 Basic Nursing Skills	5	129
	15	
Semester II		
VONR 1103 Fundamentals of Medication Administration	1	20
VONR 1203 Geriatric Nursing	2	30
VONR 1105 Normal Growth and Development	1	16
VONR 1201 Maternity Nursing & Care of the Newborn	2	40
VONR 1202 Pediatric Nursing	2	48
VONR 1301 Care of the Geriatric Patient (Clinical)	3	158

VONR 1302 Fundamentals of Maternal-Child Health Nursing (Clinical)	3	158
VONR 1403 Pharmacology	4	68
	18	
Semester III		
VONR 1106 Mental Health/Mental Illness	1	40
VONR 1107 Advanced Nursing Skills	1	20
VONR 1108 Psychiatric Nursing (Clinical)	1	48
VONR 1502 Medical/Surgical Nursing	6	120
VONR 1503 Care of the Adult Patient (Clinical)	5	277
Comprehensive Review		10
	14	

After completion of semester I, students could use courses in our program to apply for C N A certification (Basic Nursing Skills)

After completion of semester II, students could use courses to apply for Medication Aide certification (Pharmacology, Fundamentals of Medication Administration)

After completion of semester III, students is eligible to apply to the Texas Board of Nursing for licensure by examination (NCLEX)

TOTAL CLASS HOURS 661 hours

TOTAL CLINICAL HOURS 839 hours

TOTAL HOURS 1500 HOURS

Class and/or clinical hours may be altered to enhance the learning experience of the student according to the availability within the medical community.

GRADUATION

Students who successfully complete the VN Program according to the requirement in the VN Program Student Handbook and Schreiner University Catalog will graduate and are awarded a Vocational Nursing certificate and nursing pin. After successfully completing the online Nurse Jurisprudence exam that is required by the Board of Nursing you are eligible to sit for the State Board Examination for Vocational Nurses.

NURSING STUDENT ORIENTATION

Nursing students entering the Schreiner University VN program will be required to attend a one-day orientation that is specific to nursing in addition to any orientation that is required by Schreiner University. See Appendix C for additional details.

STUDENT ORGANIZATIONS

STUDENT SENATE

The Student Senate is the Schreiner student governing body, created by joint action of faculty and students during the session of 1929-1930. It was organized to promote the general welfare of students, school spirit, scholarship and citizenship.

Members are elected by the student body during annual elections held in the spring term. Representatives from the Senate serve on numerous committees including Academic Affairs, Admission, Faculty Search and Selection, Financial Aid, Library, and Student Affairs.

Senate executive officers represent the student body at Board of Trustees functions and other University events.

For a complete list of campus student organizations, consult your Schreiner University Student Handbook.

SCHREINER UNIVERSITY SERVICES AND INFORMATION

ACADEMIC ADVISEMENT

Help in setting educational goals is provided to each student through an assigned Faculty Advisor. A Faculty Advisor in the intended major area, if possible, is assigned to each student. Refer to section on Academic Advising in the SU Student Handbook for more details.

ATM SERVICES

For your convenience there is an ATM located on the first floor of the Cailloux Center.

BOOKSTORE

The Bookstore is located on the 1st floor of the Cailloux Center. It provides textbooks, supplies, toiletries, stationery, souvenirs, and a variety of Schreiner University sports/casual wear. Normal operating hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

BUSINESS OFFICE

The Business Office is located on the 1st floor of the Tom Murray Building. Students may visit the Business Office to take care of financial obligations with the University and check their student accounts. Students with proper identification may also cash checks for up to \$50. Third party checks will not be accepted or cashed. Business Office hours are from 9:00 a.m. to 4:00 p.m., Monday through Friday. Students may also check their student accounts on Schreiner One.

CAILLOUX CAMPUS ACTIVITIES CENTER (CCAC)

The Cailloux Center is home to multiple facilities students may access on a daily basis. Watch a movie in the theatre, pick-up mail or visit the bookstore, attend lectures, dances, banquets and club meetings, view the latest student art exhibit, play billiards, ping pong, watch TV, play the jukebox, just hang out with friends over pizzas and burgers in The Lion's Den Snack Bar, or find a quiet place to study.

CAMPUS MINISTRY

Campus Ministry is located in the Campus Ministry House. While related to the Synod of the Sun of the Presbyterian Church (USA), Schreiner University offers a warm ecumenical spirit of Christian hospitality to persons of all faiths.

Schreiner University seeks to provide opportunities for people to celebrate and grow in their faith and knowledge through worship, service, fellowship and study. The Campus Minister is an ordained minister who provides pastoral care, emergency counseling, and helps students find outside assistance when needed. The Campus Minister works closely with a student campus ministry team providing chapel services, informal Bible study, prayer groups, retreats, social activities, and service opportunities for the campus community. Closely associated with Schreiner's Campus Ministry is the church vocations program. This academic core is designed to help prepare students interested in a variety of professional positions in churches, and consists of both course work and internship hours. For more information, call **EXT 7414**.

CAMPUS RECREATION

The Mountaineer Fitness Center gives the Schreiner Community an opportunity to participate in recreational activities through fitness programming, intramurals, outdoor adventures, special events, Mountaineer Adventure Program (MAP), club sports and aquatics.

CAREER SERVICES

Career Services is located on the 2nd floor of the Cailloux Center. It provides guidance to groups and individuals in resume writing, interview skills, career assessment, graduate and professional school application, internships, and off campus part- and full-time employment. These services are offered to the entire student population beginning their first year and continuing after graduation.

COMPUTER LAB

All students are invited to use the Computer Lab, provided they have a current university ID card. An extended-hours Computer Lab is available to all students on the ground floor of Dickey Hall. The Lab provides skilled assistance for users along with services/equipment such as color laser printing, scanning, CD burning, etc. Other guidelines, including operating hours, are posted in the Lab. Available services include:

Networking: Wireless network interface cards are available to students from the University for each semester. With wireless network cards, students are able to access the Internet from remote locations all over campus—with no wires or cables. Students can sit in the “quad” with their laptops and check e-mail, complete on-line course assignments, and conduct research on the web. See the technology website for further information.

Other services:

- Networked file storage is *accessible from the academic network*.
- MS Office Suite software for cost of media
- *Free McAfee Antivirus software*

Canvas: Canvas the university's online campus portal, provides access to a number of school communications, web-based academic and extracurricular services including e-mail, chats, and group bulletin boards plus password-protected online registration, grades, unofficial transcripts, and other academic information. Through Canvas, students also access our learning management system (LMS). Faculty may use Canvas's LMS to supplement traditional class work, allowing registered students to access their personal course calendars, course syllabi, handouts, and other tools the instructor deems helpful. Call **EXT 7262** for further information.

FINANCIAL AID

The Office of Financial Aid at Schreiner University is committed to assisting students in obtaining the best financial aid award possible. However, it is the student's responsibility to comply with all requirements necessary to complete the financial aid process. In addition, the Office of Financial Aid is not responsible for the student's financial obligations to Schreiner University. Each student must verify their account balance and make arrangements for any amounts not covered by financial aid. The Office of Financial Aid may be reached at **EXT 7217**.

FOOD SERVICE

Patrons will find a wide range of menu choices including full hot meals, grill items, soup of the day, salad bar, deli sandwiches, desserts and drinks offered in the dining hall. The Lion's Den is the campus snack bar located in the Cailloux Student Activity Center. All resident students with a meal plan also have a declining balance that can be used in either the Snack Bar or the dining hall. Students on the Meal Plan must show their university ID upon entrance; all others pay at the door. Meals and declining balance are valid only during the contract board period. The declining balance will be carried over from fall to spring terms. Meals and declining balance are not applicable between terms. All remaining balances will be cleared at the end of the spring term. Commuter students may purchase meal plans or declining balance plans through the Sodexo office.

FOOD SERVICE ADVISORY COMMITTEE

The Food Service Advisory Committee evaluates the operation of the university's Food Service and also reviews any concerns or requests for changes in services. Persons interested in attending or submitting items for consideration should inquire in the Student Services Office.

HEALTH AND WELLNESS CENTER

A registered nurse is available in the Health and Wellness Center located in the Mountaineer Fitness Center for assessment of minor illness or injury and referral as necessary from 9:00a.m.to 5:00p.m., Monday – Friday. Services within the Health and Wellness Center are free and confidential for all students regardless of insurance coverage. Health guidance, education, literature and presentations are available on request.

For health related emergencies after hours, Campus Security staff is trained in First Aid and CPR and can be reached at **EXT 1111**.

In the case of a life-threatening emergency, dial **9-911**.

HEALTH INSURANCE

In addition to **mandatory** nursing student liability insurance and **mandatory** needlestick insurance, Accident and Sickness Insurance is **mandatory** for all residential and international students and **encouraged** for commuting students. For those students that do not have insurance, a student accident and sickness insurance plan is available through the University and is administered by the Director of Health and Wellness. All residential, international and VN students at Schreiner University are **automatically enrolled in and charged** for the student accident and sickness insurance offered by the University unless proof of comparable coverage has been provided during the on-line waiver process. Providing proof of coverage to Athletics does not negate the need to complete the on-line waiver process. Please visit the Health and Wellness webpage at <http://students.schreiner.edu/health/> for additional information and to access the brochure.

Health Insurance insures students can access health care off campus, consult a specialist and have coverage for emergency and hospitalization. All students are encouraged to carry a copy of their insurance card to avoid delay in healthcare in an emergency and to provide updated information to Health and Wellness services at any time when it changes.

HOUSING

Transfer and upperclassmen students live in the Pecan Grove apartments, The Oaks apartment complex, Trull and Flato and LA Schreiner Halls.

You will probably experience the most personal freedom you have ever had when you move on campus. Along with this freedom comes responsibility. Responsibility is not simply knowing and obeying written rules and regulations, although that is a part of it. Responsibility also means contributing to a positive experience for the group as a whole, respecting differing points of view and the rights of others, personal integrity, refraining from causing harm to another person or to property, and living a purposeful, humane, and productive life in the community.

For the convenience of our students, housing forms are available online (*applications, commuter info, damage appeals, etc.*). Students who are interested in living on campus should contact **EXT 7451** for further information.

LEARNING SUPPORT SERVICES

Schreiner University students who have learning disabilities, at an additional fee, are eligible to receive additional support through our Learning Support Services. For additional information, please call **EXT 7256** for further information.

LIBRARY

William Logan Library provides information resources and services in support of the university's educational program and its researchers. In addition to over 100,000 volumes and more than 200 periodicals, Logan Library offers students Internet-connected computer workstations and access to over 50 different electronic databases, many of which include full-text articles. The Library offers quiet study spaces, group study rooms, places to meet colleagues or just relax.

When classes are in session, library hours are Monday-Thursday, 7:45 a.m. - midnight, Friday, 7:45 a.m. - 4:00 p.m., Saturday, noon to 4:00 p.m., and Sunday, 3:00 p.m. -midnight. Hours vary between semesters and during holidays. Call 792-7312 or check the website for more information.

For research assistance, ask to speak to a librarian at 830-792-7312 or use one of the options on our Ask-a-Librarian web page. Students may check out books for three weeks and audio-visual items for 3 days with renewal privileges unless another person has placed a hold on the material. A fines & fees schedule is

posted on the library website. University ID cards are required to check out Library resources.

Any items placed on reserve for class use are available at the Front Desk and are made available for checkout according to the instructor's wishes. Items designated for 3 hour use may not leave the library building.

All items must be returned to the Library at the end of each semester. A limited number of laptops with wireless network access are available for student checkout. A Student ID and a signature accepting responsibility are required. Please ask for details at the Front Desk or call **EXT 7312**.

LOST AND FOUND

The Student Services Office maintains the campus "Lost and Found" service for the campus. They are located at the Callioux Center Information Desk. All items must be identified before pick-up and will be disposed of at the end of each semester if unclaimed.

MAIL CENTER

Mail Center is located on the 2nd floor of the Cailloux Center. Window hours are Monday – Friday, 10:00 a.m. to 4:00 p.m.

All full-time, part-time, commuter and non-traditional undergraduate students are assigned an individual mailbox. Students must obtain their university ID before they will receive their mailbox assignments and combinations from the Mail Center personnel. Students will keep their assigned mailbox until they graduate. Incoming postal mail is normally sorted and ready for pick-up for resident students by 12:00 p.m., Monday through Friday.

Packages may be picked up when the Mail Center window is open. Student ID and the claim ticket are required to pick up packages.

MEDIA SERVICES

Available materials available for student use through the Instructional Technology Educational Media Services include: Audiovisual, multi-media, and computing equipment. A sampling of available equipment includes digital cameras, camcorders, slide projectors, laptops, VHS and digital video editing equipment, and LCD projectors. (A complete listing of available equipment and checkout procedures may be found on the Schreiner University Media Services web page).

Media Services' office is located in room 008 of the Weir Academic building. Equipment reservations are required twenty-four hours in advance and may be made at the Media Services office Monday through Friday between 8:00 a.m. and 5:00 p.m. or by calling **EXT 7431**.

OFFICE OF RETENTION/STUDENT RESOURCES AND SUPPORT

Student Resources and Support is committed to providing personalized, one-on-one services that encourage and assist students to achieve success while enrolled at Schreiner. Guidance is provided in both academic and non-academic pursuits. The Office of Retention/Student Resources and Support can be reached at: **EXT 7322**.

PEER TUTORING

Peer tutoring is available at no charge through Schreiner University. A staff of 14-15 peer tutors and an office administrator are available approximately 32 hours per week, providing free individualized help for approximately 60 courses per semester. The peer tutor lab is located in Dickey Hall #103. Tutors are available at regularly scheduled hours and either tutor students by an appointment or walk-in basis. For additional information, please call **EXT 7352**.

POSTING LOCATION

Permission to post information regarding campus activities, community events, used books, etc. is authorized by the Director of Student Activities. The Student Activities office is located on the first floor of the Cailloux Center.

PRESIDENT'S LIST OR DEAN'S LIST

Students who qualify for the President's List must have been enrolled in at least 12 credits, passed all courses, and earned a minimum semester GPA of 3.70. To qualify for the Dean's List, a student must have passed all courses for the semester of full-time enrollment with a 3.30 GPA.

TRANSCRIPTS

The forms to request a transcript are in the Registrar's office and are to be filled out, paid for, and returned to Registrar's office. Processing of transcripts takes 48 hours. For questions call **EXT 7356**, from 9:00 am until 4:00 pm, M-F.

WRITING CENTER

The Writing Center seeks to help make students better writers. The Writing Center provides a place where students may discuss paper ideas, present papers, and improve their writing skills. Peer tutors will approach writing as a process, and will help students at any stage in that process, even if they are struggling with getting ideas together for an assignment. Assistance is provided that will help students with issues of focus, organization, development, and tone. Additionally, they will assist students to find answers to grammar and format questions by teaching students to use handbooks. The Writing Center seeks to “empower students to learn through personalized experiences” by offering them an opportunity to work independently with a peer tutor. The Writing Center can be reached at **EXT 7323**.

CAMPUS SECURITY OFFICE

Campus Security coverage is provided 24 hours per day, seven days a week. To reach the Security Officer on duty call **EXT 1111**. While on campus, in case of a life-threatening emergency immediately call Campus Security at **EXT 1111** or **DIAL 9-911**

IDENTIFICATION CARDS

All students must have a University issued photo identification card. Cards and make-up photos are issued in the Campus Security Office. Students must provide their University ID card as requested by University officials for identification and services. Replacement cards are provided at a cost of \$5.00.

MOTOR VEHICLE REGISTRATION

Each student who operates a motor vehicle on campus is required to register the vehicle and to comply with rules regarding designated parking areas. A student must display a vehicle-parking sticker on the rear bumper or rear window of the vehicle. Parking permits will be available during registration and in the Security Office to both residential and commuting students. All parking permits from previous years must be removed. These regulations apply to motorcycle operators and mopeds as well as automobiles.

PARKING

Each student that chooses to have a vehicle on campus must register said vehicle with Campus Security. A parking permit will be provided to each student when they register their vehicle. The first parking permit is provided at no cost. Additional permits will cost \$5.00 each. Designated parking lots have been identified with signage for Apartment residents, Resident students, Commuter students, Apartment visitors, Visitors, and Staff parking. Campus Security will monitor parking lots Monday through Thursday from 7:30 a.m. until 4:30 p.m. and on Friday 7:30 a.m. until 12:00 p.m. All Resident parking areas will be monitored 24 hours a day, seven days a week. Campus Security will ticket all violators. To dispute a violation, a written appeal may be addressed to the Vice President for Administration and Finance. Final appeals may be submitted to the Parking and Traffic Committee. For a complete list of parking rules and regulation please visit the Security web site at www.schreiner.edu/security/index.html or consult your Schreiner University Student Handbook.

SOLICITATION

There will be no sales or distribution of merchandise, products, or services on campus by students. This helps protect the tax-exempt (not commercial) status of the campus, residential (not business) phone rates in the residence halls and the workload of the Mail Center staff. No door-to-door sales or distribution of products are allowed on campus by outside vendors without approval through the Office of Student Services. In the event a student is approached by a solicitor, please notify campus security at **739-1111 or EXT 1111**.

EQUAL OPPORTUNITY AND TITLE IX POLICY

In accordance with applicable provisions of law, Schreiner University does not discriminate in admissions, educational programs, extra-curricular programs or employment against any individual on the basis of that individual's race, color, sex, sexual orientation, religion, age, disability, veteran status or ethnic origin.

The mission statement of Schreiner University affirms the university's longstanding commitment to serve a diverse community. Included in this commitment are ongoing efforts to make the learning resources of the university accessible to students with disabilities. In accordance with Section 504 of the Rehabilitation Act of 1973, Schreiner University provides academic adjustments/auxiliary aids for students with physical/medical, learning, and psychological disabilities.

It is the policy of this University that no student, faculty or staff member with AIDS or HIV antibodies shall be discriminated against in his/her relationship with the University. Persons with AIDS or HIV antibodies shall not be denied admission or employment based on the diagnosis of AIDS or HIV antibodies. Health Services shall provide a referral list of HIV testing and counseling resources. Persons with HIV infections are encouraged to inform the campus nurse to enable the University to provide them proper medical care, support, counseling and education. This information will be handled in a strictly confidential manner, consistent with the treatment of other medical disorders or illnesses.

EMERGENCIES

When a fire alarm sounds; all persons are required by law to evacuate the building. You should be familiar with the location of the nearest exit. Fire alarms, hoses, emergency showers (academic buildings), and extinguishers are for emergency use only. Tampering with such equipment is considered a serious offense and will result in disciplinary action and/or fines.

If you accidentally call 911 stay on the line and explain the mistake to the operator. You may be fined if you simply hang up and fail to indicate a mistake.

In the Texas Hill Country, storm damage usually comes in the form of floods, high winds or ice. In order to ensure the safety of Schreiner's students and employees during inclement weather, the following procedures will be followed:

- The President of the University shall confer with The Vice President for Administration and Finance and the Vice President for Academic Affairs, regarding the decision to suspend classes due to hazardous weather conditions. Their decision will then be disseminated campus wide via email and if appropriate a message will be posted on the switchboard line at 896-5411.
- The Ranch Radio Station 92.3 FM announces closings beginning at 6:00 a.m. and KRVL Radio Station 94.3 announces closings beginning at 7:00 a.m.
- In the event of a tornado warning, seek shelter immediately in the basement or lowest floor of the building away from windows. Persons who do not have enough time to reach the lowest floor should go to a hallway in the center of the building and remain there until the all clear has been

issued. Persons caught outdoors should never remain in their cars; they should locate a ditch or low-lying area and lie flat.

For further information, consult your Schreiner University Student Handbook.

GRIEVANCE PROCEDURE

The Schreiner University Board of Trustees affirms the right of each student to seek relief from conditions, which the student believes to be unfair, inequitable, discriminatory, or a hindrance to effective academic progress. The grievance policy applies to all students, but does not apply to situations concerning initiation or modification of Board policy and/or situations for which there is a separate internal appeal process (e.g., Judicial Board for safety and security violations, etc.).

GRIEVANCE DEFINITION

A grievance is an allegation by a student that there has been a violation, misinterpretation, misapplication, discriminatory application or unreasonable application of a University policy, procedure, rule or regulation regarding the student's academic admission or progress. Student grievances shall contain a written statement of the complaint and a statement of what the student considers a sufficient remedy of the complaint.

GRIEVANCE POLICY

It is the policy of Schreiner University that students be assured the right to file legitimate grievances and to follow established formal procedures without censure of reprisal. All grievances should be filed in writing through the Vice President of Student Services or the Vice President of Academic Affairs. A grievance must be brought to the Vice President of Student Services or the Vice President of Academic Affairs attention within five (5) working days of the action, which is the subject of complaint.

Complaints not satisfactorily resolved by the Vice President of Student Services or Vice President of Academic Affairs may be appealed in writing to the President of the University within five (5) working days of the date of the previous decision. The appeal must state why the previous decision is not acceptable.

The President will render a written decision within 30 days. This decision will be sent to the student and the applicable Vice President and will be final and binding on all parties.

Please see the Schreiner University Catalog for additional information. Inquiries concerning this policy may be referred to the Director of Human Resources, phone (830) 792-7375.

HAZING

Under no circumstances is any type of hazing allowed at Schreiner University. By order of the State of Texas and as stated in the Texas Education Code, institutions of higher education must publish at least a summary of the provisions against hazing and a list of organizations sanctioned for hazing within the three preceding years.

Individuals and organizations can be held accountable by the law. Individuals include active members, new members, affiliates, alumni, and advisors. Organizations are defined as fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students. In this light, all student organizations fall under this definition.

Hazing is any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are, or include, students at Schreiner University. For further information and examples of hazing, consult your Schreiner University Student Handbook.

PRIVACY RIGHTS

The Educational Rights and Privacy Act of 1974 ensures that students have access to official records directly related to them, and an opportunity for a hearing to challenge such records on the grounds they are inaccurate, misleading, or otherwise in violation of the students privacy.

Aside from directory information as defined below, Schreiner University will disclose information from a student's education records only with the written consent of the student, except:

- 1) To school officials who have a legitimate educational interest. This is defined as any faculty, staff, or university person performing a task specified in their job description or contract which is related to a student's education or to the discipline of the student;
- 2) To officials of another school, upon request, in which a student seeks admission or intends to enroll;
- 3) In connection with a student's request for, or receipt of, financial aid, as necessary to determine the eligibility, amount, or condition of the financial aid, or to enforce terms and conditions of the aid;
- 4) To parents of an eligible student who claim the student as a dependent for income tax purposes;
- 5) To comply with a judicial order or a lawfully issued subpoena; 6) to appropriate parties in a health or safety emergency;
- 7) To an alleged victim of any crime of violence (as that term is defined in U.S.C.
- 8) The results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

The act also provides that "directory information" may be released without prior consent if such information is defined beforehand and the student is given the opportunity to state that he or she does not want such information to be made available. The following information is defined by Schreiner University as "directory information": name, local and home address, local and home telephone number, date and place of birth, photograph, parents' (and/or spouse's) name and place of residence, academic classification, fields of study (major, minor, certification, etc.), career goals and plans, participation in recognized activities and sports (including height, weight, and team position of members of athletic teams), dates of attendance, degrees and awards received (including dates), year of projected graduation for current students, and educational institutions previously attended.

The university, at its discretion, may disclose any of these items without prior written consent, unless notified in writing to the contrary by September 1. Requests received after September 1 will be honored as rapidly and in so far as possible after receipt of such notification. The university will honor requests for non-disclosure only until August 31 following; therefore, requests to withhold Directory Information must be filed annually with the Office of the Registrar. Further information on the operation of this act may be obtained in the Office of the Registrar.

The University and its representatives on occasion take photographs for the

University's use in print and electronic publications. This serves as public notice of the University's intent to do so and as a release to the University of Permission to use such images as it deems fit. If there is an objection to use of the photographs, a written notification must be filed in the Office of the Registrar.

SEXUAL HARASSMENT

Policy Statement: Schreiner University strives to provide a working and educational environment for students, faculty, administration, and staff that are free from sexual harassment. Sexual harassment in any form is unacceptable behavior and will not be tolerated. It is a form of misconduct that undermines the institutional mission. Retaliation against a person who files a sexual harassment complaint or participates in any capacity in a proceeding relating to a sexual harassment complaint is also strictly prohibited. For further information, consult your Schreiner University Student Handbook.

STUDENT CODE OF CONDUCT

Schreiner University is an academic community. Students have the obligation to conduct themselves as mature and responsible participants in this community. Towards this end, the University has established policies, standards, and guidelines that collectively define the Student Code of Conduct. The Student Code of Conduct includes all policies, standards, and guidelines included in, but not limited to the Schreiner University Catalog, the Student Handbook, the Housing Agreement and other housing documents. Students are subject to the Code of Conduct during academic terms for which they are enrolled, during breaks between terms, during university holidays and vacations, and during periods of suspension. For further information, consult your Schreiner University Student Handbook.

STUDENT JUDICIAL SYSTEM

The university regularly establishes regulations designed to promote the health and safety of individual students, to further the development of responsible and mature social interaction in a setting of higher education, and to facilitate the educational purposes of the institution. The purpose of the Student Judicial System is to maintain an environment that promotes the broad educational mission of the university through a duly formed disciplinary process. Judicial proceedings in the university are administrative in nature and should be

distinguished from public law enforcement both in terms of procedures and sanctions. If alleged acts are violations of both university regulations and public law, the university is not precluded from taking disciplinary action on its own regardless of action by public authorities. If a student is found responsible for violating a Code of Conduct regulation, a description of the violation will be placed in the student's file in the Student Services Office. Violations resulting in suspension or expulsion are forwarded to the Registrar. For further information, consult your Schreiner University Student Handbook.

SUBJECT TO CHANGE

Information contained in the Schreiner University VN Program Student Handbook is subject to change.

References

Nursing's Social Policy Statement, Second Edition, 2003, p. 6 & Nursing: Scope and Standards of Practice, 2004, p. 7

Texas Board of Nursing. Viewed online 11/6/10 at: www.bne.state.tx.us

APPENDIX A: ESSENTIAL FUNCTIONS

All individuals, without exception, who apply for admission to the SU VN Program must be able to perform specific essential functions. Essential functions are the basic activities that a student must be able to perform to complete the generalist nursing school curriculum, pass the NCLEX exam, be licensed as a vocational nurse and perform safe nursing care. An applicant who cannot perform the nursing school's essential functions will not be considered for admission.

A candidate for the VN degree at SU must be able to perform these essential functions:

OBSERVATION

- accurately observe demonstrations
- accurately observe patients close up and at a distance
- observe to gather patient data (affect, gait, appearance, posture, etc.)
- use visual, auditory, olfactory and somatic senses to gather information

COMMUNICATION

- communicate orally and in writing with patients and members of the healthcare team
- read and comprehend written material

PSYCHOMOTOR SKILLS

- sufficient motor function to obtain data from patients
- use tactile, auditory, and visual maneuvers
- execute motor movements to provide general care and emergency treatment
- Intellectual and cognitive abilities
- measure, calculate, reason, analyze, synthesize, integrate and apply information
- comprehend three-dimensional relationships
- understand the spatial relationships of structures

BEHAVIORAL AND SOCIAL ATTRIBUTES

- emotional health to fully use intellectual abilities
- exercise good judgment
- promptly complete all responsibilities attendant to the diagnosis and care of patients
- developing mature, sensitive, and effective therapeutic relationships with patients
- tolerate physically taxing workloads
- function effectively under stress
- adapt to changing environments
- display flexibility
- learn to function in the face of many patients
- show compassion, integrity, concern for others, interpersonal skills, interest, and motivation

CHRONIC CONDITIONS

A candidate must not possess any chronic or recurrent illnesses, including but not limited to, infectious, psychiatric or substance abuse problems that can interfere with patient care or safety and are not compatible with nursing practice or training.

APPENDIX B: CERTIFICATION FORM

THE SCHREINER PROMISE

Schreiner University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

As a Member of the Schreiner Community:

- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will support a culture of diversity by respecting the rights of those who differ from myself.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.
- I will enter with hope and leave with achievement.

By endorsing these common principles,

- I accept a moral obligation to behave in ways that contribute positively to our campus environment and resolve to support this behavior in others.

This commitment is my promise to Schreiner University and its community of scholars.

The University reserves the right to change, without notice but subject to policies stated elsewhere in this handbook, requirements and regulations as necessitated by faculty, administrative, and or trustee action.

I certify that I have read the entire Schreiner University Student Handbook and the Schreiner University VN Program Student Handbook including Appendices, which includes the Texas Board of Nursing Guidelines regarding Good Professional Character, Licensure of Persons with Criminal Offenses, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, Declaratory Order for Licensure and the information regarding the Entrance Examination and exit exam preparation for This testing

series is a commercially prepared benchmark standardized series of examinations.

I understand that in the event I become ineligible to sit for the NCLEX exam that I will not be allowed to continue in classes or clinical in the Schreiner University VN Program. I also understand that in the event I test positive for a drug or alcohol screen that I will not be allowed to complete the course or clinical that semester, as I would be ineligible to continue the clinical portion of my studies and thus would be terminated/dismissed from the SU VN Program.

In the event the Schreiner University VN Program determines that I am ineligible to continue in a course or in the Schreiner University VN program, I will be withdrawn and the published refund dates will apply to my tuition payments.

I acknowledge that statistics show that students who wait longer periods following graduation to sit for the NCLEX examination are not as successful as those who test immediately following graduation. Therefore, I agree to sit for the NCLEX examination within 30 days of graduation from the SU VN program.

I acknowledge that **absolutely no pictures, tape recordings, statements**, etc. will be taken in the clinical setting. Consequences for failure to follow this guideline include potential dismissal from the program.

I acknowledge that **absolutely no postings** on Facebook or any social or other type of media that refers to or mentions SU, a clinical site, professor or instructor, patient or anything with the VN program. This applies also to posting information with or without patient or clinical site identifying information, including use of initials in lieu of names, etc. Consequences for failure to follow this guideline include potential dismissal from the program.

In the event I am already a CAN or healthcare provider, I acknowledge that in the clinical setting for the VN Program, I am not allowed to practice as a CNA, and must function as an unlicensed nursing student.

I have been given the opportunity to ask any questions about all or parts of the Student Handbook, and declare my intentions to comply therewith. I also acknowledge that information in this VN Program Student Handbook is subject to change during my enrollment at Schreiner University.

I understand that in the event I commit academic dishonesty I will be immediately terminated from the SU VN program and considered ineligible to reapply.

SIGNATURE

DATE

APPENDIX C: STUDENT ORIENTATION

Orientation is mandatory for all students entering the Schreiner University VN Program. Orientation to the Vocational Nursing Program

1. Orientation for new faculty to the nursing program. This orientation shall include the following:
 - A. Orientation to the general college with Human Resources.
 - B. Orientation to the vocational nursing program—Loretta Moreno, Program Director, VN Program
 - Review of VN Student Policies
 - Including withdrawal or dismissal/ returning badges
 - Overview of Clinical Objectives, clinical forms, and clinical evaluations.
 - Orientation to the clinical sites assigned for clinical teaching.
 - Review of course content, need to know versus nice to know, and syllabus for classroom teaching assignment
 - Overview of the needs of the adult learner.

2. Orientation for the new students to the program. This orientation shall include the following:
 - A. Orientation to the University.
 - Cafeteria and Parking
 - Bookstore, student center and mail room
 - Computer lab and library.
 - Health and Wellness—
 - B. Orientation to the Vocational Nursing Program
 - Student Handbook and VN Policies
 - Curriculum and faculty
 - Clinical information, objectives and expectations
 - C. Orientation to Clinical Sites
 - VA Hospital Orientation – Nursing Education, VA Hospital Hilltop Nursing Home -Loretta Moreno Instructor
 - VA Medical Center —Vangie Martin, and Brigitte Moseley, Instructors

Peterson Regional Medical Center—Vangie Martin, Brigitte Moseley
and Loretta Moreno Instructors at PRMC
Kerrville State Hospital—Vangie Martin, Instructor, and KSH nurse
educator