

BLAKE | AUSTIN
COLLEGE

**VOCATIONAL NURSING PROGRAM
STUDENT HANDBOOK**

EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

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MISSION

Exceptional Education for Today's Careers

VISION

Blake Austin College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process. We are dedicated to providing educational programs that are relevant to current employment demands. Staff is challenged to administer to each individual and is receptive to their needs, ability, and capacity to learn. To do what is right for the right reason... to help a fellow human being succeed with confidence, respect, and dignity.

CORE VALUES

Integrity

Contribution to and Compassion for Human Welfare

A Focused Team

Risk Taking

Empowerment with Accountability

STUDENT LIFE

STUDENT RECOGNITION AWARDS

Students are also recognized for Perfect Attendance, President's List (GPA of 3.80 and higher), and/or Dean's List (GPA of 3.50 – 3.79) at the end of each course/term. A student may receive the core value of the month award at the discretion of their instructor. The students must meet the attendance policy requirements to be eligible for an award.

Upon successful completion of the program, students with an overall 100% attendance, not including make-up time, will be recognized at graduation. Students achieving a cumulative grade point average (CGPA) of 3.70 or higher and overall attendance of 95% or higher (not including make-up time) will be provided with an honor cord for graduation.

EDUCATIONAL RESOURCES

Blake Austin College (BAC) is committed to student success and therefore offers various educational resources that are available to all students, faculty, and administrators.

Use of BAC computer workstations is limited to educational purposes. Those include resource discovery that fulfills class assignments, enhances career development, and promotes general knowledge gathering. The use of these workstations to play computer games is prohibited. Users must abide by current copyright laws. The BAC workstations are not to be used for personal email, instant messaging, gaming, web browsing, or for the downloading of music, pictures or video files unless associated with the creation of a course related presentation. Under no circumstances are students permitted to modify system hardware configurations or install software.

The check-out period for all Blake Austin College education resources material from the Learning Resources Center is fourteen (14) days. Students may have up to four (4) items checked out. If an item remains in an overdue status for two (2) months, the student will be charged for the cost of the item.

Students with lost or damaged material charged to their account will be restricted from checking additional material out. At time of check out, Front Desk will evaluate all educational resources material for prior damage and note the damage, if any; and will then evaluate the material upon return to confirm the material is in the same condition as time of check out.

Internet Usage is limited to school related research or job search. The purpose of the internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of job search, education, and research consistent with the educational objectives of BAC. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Users will be responsible for assisting with monitoring the account. Users will be asked to periodically report their experiences using the Internet and any misuse encountered.

TECHNOLOGY POLICY

If portable devices are required in the classroom, use must be limited for instructional and learning only. Personal use during instructional time may result in students being sent home.

STUDENT EMAIL ACCOUNTS

- @BACStudent.com emails (google accounts) will be provided for all students during the first two weeks of class.
- BAC Student emails will be the only email account used to communicate between instructors, staff, and students.
- The BAC Student email account will be utilized to connect with other eLearning resources.
- BAC Student emails will be used for Alumni to assist with job placement.
- BAC Student emails should be considered a professional email and used appropriately.

TEXT MESSAGING

BAC utilizes Text Messaging to share information with students, such as:

- Emergency school closures
- Schedule changes
- Urgent communication

CELLPHONE/PERSONAL ELECTRONIC/DIGITAL EQUIPMENT IN THE CLASSROOM USAGE

Personal electronic equipment such as recorders and phones are not to be used in the classrooms or clinical facilities. A success form will be issued if a student is in violation of the cellphone/personal electronic/digital equipment usage in the classroom. Use of other electronic/digital device (smart watches) or cellphone during an assessment (quiz or exam) will be subject to disciplinary action, possibly resulting in dismissal from the program.

In California, a student who records conversations without consent may have violated California Penal Code § 632, as it is illegal to record a confidential communication without the consent of all parties involved.

Potential Legal Violations:

1. Two-Party Consent Requirement:
 - California is a two-party consent state, so the student's recording would likely be illegal unless the instructor gave permission or there was no reasonable expectation of privacy (e.g., the conversation occurred in a public place or in front of a large audience).
2. Confidential Communication:
 - The conversation may be considered confidential if it took place in a private setting (e.g., office hours, a private meeting, or a small classroom discussion) and the instructor had a reasonable expectation that it would not be recorded or overheard.
3. Possible Consequences:
 - Criminal Charges: The student could face misdemeanor charges, with penalties including fines and potential jail time.
 - Disciplinary Action: Educational institutions often have codes of conduct that prohibit recording without consent. The student could face school disciplinary measures, such as suspension or expulsion.

VIRTUAL ONLINE LEARNING (IF APPLICABLE)

Students are responsible for having adequate and reliable internet services to support the online and virtual learning activities. Devices must be compatible with the online learning platform. I-Pads, cell phones, and tablets are not compatible devices. Failure to use compatible devices and have sufficient internet services, may result in disruption of the virtual learning platform which includes assessments, lecture, and homework assignments. This can further result in a loss of accurate assessment scores, loss of grades, participation points and attendance.

Computer devices for virtual online learning must be equipped with a working web cam and microphone. It is suggested that students log on 15 minutes before the class begins to ensure that their devices are working.

Students must wear the college issued uniform top, abide by this handbook, use professional language in the chat box, be clearly visible to the instructor, sit in a well-lit room while sitting in a chair, have a quiet environment conducive for learning, and display profession conduct towards your peers and faculty.

Any absences or tardies related to a digital, electronic or internet issue will not be considered excused, and the student will incur an absence.

During virtual learning, students are held to the same expectations as being on campus in the classroom learning environment.

GENERAL POLICIES

SMOKING

Smoking is **absolutely prohibited** in front of the College. This includes vapor and e-cigarettes. The smoking area is on the back of the building. In accordance with California state law, no smoking is allowed within 20 feet of entry/exit doors. If posted signs indicate more than 20 feet from the doors, abide by the signs. Students must practice good hygiene before returning to class after smoking.

EXTERIOR DOORS

The door is to be locked for safety reasons at night after students have arrived. Students after hours will have access via their security badge. Students should always exercise caution when leaving the facility after hours.

PARKING

Parking for students is located at the back of the building. Students that are found to park in non-designated areas will be asked to move their vehicle or risk being towed. The college is not responsible for theft and/or damage to any vehicles and/or student property.

HEALTH AND SAFETY

Blake Austin College conducts operations so injuries to individuals, damage to property and/or adverse impact on the environment will be avoided. The Health and Safety Plan has been established to prevent workplace accidents and related illnesses, and to provide a clean, safe and healthy working environment for all employees, students and visitors. BAC provides administrative controls, personal protective equipment, and training to abate and reduce exposure to hazards and prevent injury and illness.

Every injury case, no matter how minor, will immediately be reported by the employee/student to his or her supervisor/instructor (see Supervisor/Instructor's Incident Report) and then referred for appropriate treatment. All first-aid care must be performed in a thorough and professional manner. Employees/students who need treatment beyond what is normally considered first-aid care must be sent to a company approved physician or an emergency medical facility for treatment, as directed by BAC.

Existing or potential safety hazards may be reported by filling out a Hazard Report form. This may be done anonymously. Forms are made available at the receptionist and student breakroom. Completed hazard reporting forms may be submitted to the Safety Officer, or in a sealed envelope, marked "Operations Specialist" and provided to the receptionist.

Training and drills have been incorporated for employees and students.

Drill	Frequency
Lockdown/Active Threat on Campus Drill	Annually
Fire Drill	Biannually
Earthquake Drill	Annually

EMERGENCY EVACUATION AND PREPAREDNESS PROCEDURES

Emergency Evacuation Routes Map and Campus Emergency Procedures are posted throughout the campus. Each student should familiarize themselves with these exits and procedures.

DRESS CODE POLICY

The Dress Codes **must** be followed anytime a student is on campus, including when making up time. While enrolled in BAC, you **must** abide by this policy. If you are found in violation of the BAC Dress Code, you will be dismissed for that class period.

BAC Student Badge	Students must wear the BAC issued student ID badge, above the waist and name with picture facing out, while on campus and clinical sites. Students will be advised to leave the campus and clinical area when not wearing their student ID badge and an absence will be recorded for that class or clinical experience. Student ID badge must be turned in when a student withdraws, drops or is dismissed from the program. A replacement fee of \$5.00 will be charged for lost badges.
Hair	Short or tied back off the shoulders. A ponytail is acceptable. Color: Within the scope of a working professional. No unnatural hair color is permitted. Hair Accessories: Neat and within the scope of a working professional.
Hats	No hats, hair covers, or cultural headwear wraps allowed (religious exceptions only)
Nails	Nails must be clean and natural. (No acrylic nails). No longer than 1/4 inch from the tip of the finger. No polish.
Cosmetics	Neat and within the scope of a working professional.
Uniform	BAC uniform top and bottom only. Uniform must be clean and wrinkle-free. Clinical rotations/Preceptorship: BAC uniform top and bottom, alternative uniform permitted at the discretion of the site. Plain white/black long sleeve t-shirt may be worn underneath. No leggings or yoga pants are permitted.
Outerwear	Only solid, no logos, black and/white sweater/ zip up hoodie or lab coat may be worn on campus; NO hoodies allowed on clinical rotations/preceptorship or on campus. Pullovers are permitted on campus.
Shoes	Appropriate tennis shoes, nursing shoes, any color. Suede, clogs, boots, slippers, sandals, open-toed, and open-heeled shoes are NOT acceptable.
Accessories	Earrings: Stud earrings are allowed. No oversized or dangle earrings. Necklaces should not be displayed. Rings: Wedding ring or 1 SMALL ring only on each hand. Medical only: watch with second hand
Tattoos	Offensive tattoos must be covered while on campus and off-campus BAC events. All tattoos must be covered during clinical rotations/preceptorship.
Facial Piercing	Facial Piercing: 1 SMALL discreet stud like facial piercing only. No tongue piercing or lip rings. NO facial piercing allowed on externship/clinical rotations/preceptorship
Headphones	No stereo earphones or wireless accessories can be worn in class or during clinical rotations/preceptorship.
Jeans	Jeans may be worn on designated days only. No holes, rips, capris or sagging jeans allowed. All jeans must be blue or black only.

Students are to be in complete uniform whenever they are at a healthcare facility. Books or personal belongings, i.e., phones, purses, are not to be brought to the healthcare facility.

Violating the dress code policy will result in a Success Plan being issued. If actions are not corrected the Disciplinary process will be followed which could lead to dismissal from the program. If a serious violation has occurred this could lead to immediate dismissal from the program.

STUDENT EVALUATIONS

Students are evaluated consistently throughout their program of study. The purpose of these evaluations are to ensure student success. Students who are receiving Veterans' benefits may not be on probation longer than two (2) evaluation point periods. If the probation is extended past the second evaluation period, the student will lose any future Veterans' funding for that enrollment.

Evaluations reflect up-to-date attendance and grades for the current course. Vocational Nursing program length is 48-weeks, 33.73 hours/week, total of 1620 hours. Evaluations are conducted every 8 weeks and also during the term as necessary if students are not meeting attendance and grade requirements and are at-risk to fail or dismissed from the program.

CRITERIA

The criteria are listed below for the students to meet at each evaluation point.

- 95% attendance clinical/skills lab
- 95% attendance theory/critical thinking
- 75% current course grade

EVALUATION OUTCOMES

If the student does not meet any of the criteria listed for his/her program at the time of evaluation or anytime during the course, the following steps will be implemented:

- Complete advisement, Student Success Plan
 - 1st warning: At-Risk status
 - 2nd warning: Probation status
 - 3rd third warning: Dismissal from the program

If the student meets the criteria at the evaluation point stated on the Success Plan, the student is taken off At-Risk/Probation status. If the student does not meet the criteria at the evaluation point stated on the Success Plan, the student will be placed on the next status.

STUDENT SUCCESS PLAN

Student Success Plans are created to:

1. Identify problem areas that a student may be encountering, and
2. Take the necessary actions to correct the situation and promote student success.

Student Success Plans are also completed when a student violates any of the policies. The statuses for the Student Success Plan are:

1. Verbal
2. At Risk
3. Probation
4. Dismissal

VERBAL

In some circumstances, an instructor may deem that a student would benefit from specific verbal instruction aimed at correcting a problem/concern. In many instances, this may relate to conduct violations. Whenever an instructor gives a student verbal counseling, a note will be entered into the student's record so that other instructors and administrators are aware. In many cases, verbal counseling is provided to ensure student success through identification of a problem and offering possible solutions rather than as a reprimand.

AT-RISK

Any time a student appears to be violating any of the policies; the student will be placed on “At-Risk” status. “At-Risk” status can extend from one course/session to another.

“At-Risk” status may occur, but is not limited to, the following reasons:

- Failure to meet attendance policy.
- Failure to attend mandatory lab: skills remediation; exam remediation; or make-up time.
- Failure to perform in a professional manner, code of conduct violation.
- Any assessment score less than 75%.

Student will remain on “At-Risk” and attend remediation/tutoring until the terms of the remediation have been met. Once the terms have been successfully met the student will be removed from “At-Risk”. The instructor or designee will review the student’s success, and both will sign in the appropriate areas. If the student fails to meet the terms of his/her “At-Risk”, the student may be placed on “Probation”.

PROBATION

Students who violate the attendance, academic, student conduct, performance policies, or failed to meet the terms of their “At-Risk” status may be placed on Probation. Probation notifies staff and faculty that the student requires close monitoring to be successful. Probationary status can extend from one course/session to another.

- If the student fails to meet the terms of his/her “Probation”, the student may be dismissed from the program, or their “Probation” may be extended.

DISMISSAL

Dismissal occurs when the college determines that the student has not met or cannot satisfactorily meet the academic, attendance, conduct, or other performance policies of the program. A student may be dismissed for, but not limited to, the following reasons:

- Failure to meet attendance policy
- Failure to meet the terms of probation
- Failure to complete the program in 1.5 times the published length
- Failure to meet Satisfactory Academic Progress requirements
- Failure to meet financial obligations
- Gross violation of the Student Code of Conduct; or Drug policy violation.

NOTE: A student may be dismissed from the program at any point in the success plan stages if there is gross misconduct or failure to comply with the terms of the success plan or BAC Policies.

TUTORIAL ASSISTANCE

1. Tutorial services are available to students.
2. Students who are having trouble in meeting the objectives of the course will be recommended for tutorial assistance.
3. If a student is recommended for tutorial assistance, the student must adhere to the tutoring sessions, complete tutorial work, and communicate regularly with the tutor.
4. Attendance at these sessions can be mandatory as stated on the success plan. will be documented and an assessment will be made of the student’s progress will be received from the assigned tutor.
5. If mandated on success plan, failure to attend tutorial sessions in meeting obligations of Remediation or Probation status may result in dismissal from the program.

PROFESSIONAL CONDUCT

Students who violate the dress or behavior code will not be permitted to attend or remain in class, laboratory, or clinical and an absence will be recorded. Students must always wear the College issued student ID badge while on campus and at clinical sites. Students who violate the dress or behavior code will be subject to the disciplinary process outlined in this Handbook.

1. Smoking/vaping and/or eating are permitted in designated areas only. Always check the area for signs. no smoking/vaping is permitted inside the building
2. Cell phones are permitted in designated areas only, breakrooms. Cell phones cannot be used while in the healthcare facility, in the classroom.
3. Visits by friends, relatives, and/or classmates, when in the clinical area or campus are prohibited.
4. Discussion of client, client's families and client care activities are to be confined to conference room, classrooms, and nursing offices. All information regarding clients and/or their hospitalization is confidential. These are not topics for general conversation. Written assignments on clients are to be identified with clients' initials.
5. Students are permitted in the facilities for scheduled or approved activities in appropriate uniform with a BAC name badge. Students are expected to follow all clinical site rules and regulations, health, and safety standards.
6. Students may be dismissed from the clinical area and/or classroom when their conduct is deemed inappropriate or not following BAC's rules and regulations.
7. Students are expected to use language appropriate in the clinical and classroom areas.
8. Students are expected to treat faculty, staff, clinical personnel, clients, and classmates in a professional manner.
9. Air buds or headphones are not allowed in the theory or clinical setting.
10. Inappropriate conduct includes, but is not limited to, rudeness, loud talking and laughter, refusal to accept assignment, plagiarizing or cheating, unlawful possession/use/distribution of illicit drugs or alcohol use of profanity, assaulting and threatening an individual either verbally, physically with body language on BAC property, college-related functions, or clinical sites, or fraternizing with staff. Additional conduct is stated in the catalog.
11. Congregating at nursing stations, hallways, and/or facility cafeteria is not permitted.

BULLYING

BAC believes that all students have a right to a safe and healthy college environment. Educational institutions along with the community have an obligation to promote mutual respect, tolerance, and acceptance. BAC will not tolerate behavior that infringes on the safety of any staff, faculty, or student.

ANTI-BULLYING STATEMENT

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect the learning and working environment. BAC is committed to maintaining high standards for behaviors where every member of the College community conducts oneself in a manner which demonstrates proper regard for the rights and welfare of others. This Anti-Bullying statement, therefore, seeks to educate the College community about bullying, and to promote civility and respect among all its members, including the administration, faculty, staff, and students.

DEFINITION

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure, intimidate, and/or control another individual or group of individuals.

Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest itself in the following forms:

Physical Bullying includes direct physical contact such as hitting, shoving, pushing, kicking, poking, and/or tripping another; assaulting or threatening, a physical assault; damaging a person's work area, personal property or personal product.

Verbal/Written Bullying includes ridiculing, insulting, or maligning a person, either verbally or in writing; verbal assaults, teasing, name calling, using abusive language, threatening, gossiping, derogatory, pressuring an individual into committing an act they choose not to do, belittling or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

Nonverbal Bullying includes directing threatening gestures toward a person, an eye roll, a glare, making faces, sneering, laughing at a student's comment in the learning environment, a dismissive snort, smirking, or invading personal space after being asked to move or step away, undesirable hurtful social isolation or repeated manipulating behavior.

"Cyber bullying" is defined as bullying and individual using electronic form, including, but not limited to, the Internet, interactive and digital technologies, chat boxes, group texts or mobile phones.

BAC will not tolerate behavior that infringes on the safety of any employee of BAC or student. BAC expects students and/or staff to immediately report incidents of bullying to the Program Director or designee. BAC employees who witness such acts will take immediate steps to intervene when safe to do so. Each complaint must be submitted on an incident report and/or email. Each complaint of bullying will be promptly investigated. This policy applies to students on campus grounds, while traveling to and from campus or at a campus-sponsored activity, during lunch breaks, whether on or off campus, and during any campus-sponsored preceptorship.

Instructors shall discuss this policy with their students in a respectful way and assure them that they need not endure any form of bullying. Students witnessing or experiencing bullying are strongly encouraged to report the incident immediately to the Program Director or Academic Director; such reporting will not reflect on the complainant or witness in any way. Students can rely on BAC employees to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant feels that appropriate resolution of the investigation or complaint has not been reached, the student should contact the Campus Director. The college prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion with or without written warning.

VOCATIONAL NURSING PROGRAM

PROGRAM OVERVIEW

Changes in healthcare delivery are occurring rapidly and the demand for nurses is expected to continue, especially caring for the geriatric population. BAC offers this state accredited Vocational Nursing Program. After completion of our Vocational Nursing Program, the graduate will qualify to sit for a national certification exam, the NCLEX-PN. On passing the exam the Vocational Nurse (VN) becomes licensed in the state of California and receives their Vocational Nurse license and is then known as a Licensed Vocational Nurse (LVN). Reciprocity may be granted for California licensed Vocational Nurses within the continental United States. Please see specific State requirements if looking for licensure in another state.

Employment of LVNs is expected to grow about as fast as the average for all occupations through 2020 in response to the long-term care needs of a rapidly growing elderly population and the general growth of healthcare. The following health care venues are appropriate employment opportunities for newly graduated Vocational Nurses: Long Term Care Facilities, Skill Nursing Facilities, Sub-Acute/Ventilator Facilities, Assisted Living Facilities, Veterans Clinics, Public Health, School Health, Home Health, Immunization Clinics, Physician Offices, Clinics, and Urgent Care Clinics.

A Licensed Vocational Nurse (LVN) provides basic nursing care to clients under the direction of a physician or registered nurse. The LVN utilizes scientific and technical expertise, critical thinking, and psychomotor skills. Duties within the scope of practice an LVN typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; client assessments; documentation; data collection, performance of prescribed medical treatments; administration of prescribed medications; contribution and evaluation of care plan and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). For an LVN fact sheet go to: http://www.bvnpt.ca.gov/licensing/licensed_vocational_nurses.shtml

PROGRAM PHILOSOPHY

We believe that:

- **Hu(man)s** are a united organism with physical, psychological, and social needs. Nursing the whole person, or holistic health care, is a comprehensive approach and considers biological, intellectual, sociocultural, psychological, and spiritual aspects, the response to illness, and the effect of illness on a person's ability to meet self-care needs.
- **Wellness** is a responsibility, a choice, a lifestyle design that helps maintain the highest potential for personal health. The health continuum is a way to visualize the range of an individual's health, from conception to death. An individual's place on the continuum is dynamic, changing daily or even hourly depending on the physiological response of an individual to internal and external stressors. Wellness incorporates biological, intellectual, sociocultural, psychological, and spiritual wellness.
- **Self-Care**, developed by nurse theorist, Dorothea Orem, is based on a client's ability to perform self-care activities. Self-care is learned behavior and are deliberate actions in response to need. A major focus of this theory is the appraisal of the client's ability to meet self-care needs and the identification of existing self-care deficits resulting from internal and external stressors and the wellness continuum.
- **The Nursing Process** is a scientific model used by the nursing team. The systematic model provides a basis for quality nursing care. The five-step process of assessment, diagnosis, planning and outcome identification, implementation, and evaluation provide client care that is individualized, holistic, effective, and efficient.

- **The Body Systems Model** is used to provide theoretical knowledge of various pathophysiological conditions associated with each body system. This model assists in organizing information and allows for consistent physical assessment expectations. The “Head to Toe” approach utilizing body systems is efficient and effective which is like the Medical Model used by physicians which maintains continuity in the health care team.
- **Learning** is the act or process of acquiring knowledge and/or skill in a particular subject. Learning is continuous. This is especially true in the field of nursing science. Nursing education requires students to apply acquired theory in clinical practice. This approach prepares the student to be a proficient nurse and offers readiness for the NCLEX-PN.
- **Teaching** is an active process wherein one individual shares information with another to facilitate learning and thereby promote Learning. The teacher is the facilitator of learning who uses a variety of goal-directed activities to the transfer of knowledge by assisting the learner to absorb new information. The receiver of new information, the student, is responsible for accepting and integrating the information.

CONCEPTUAL FRAMEWORK

The theory of self-care, developed by nursing theorist Dorothea Orem, is based on the belief that the individual has a need for self-care actions and that nursing can assist the person in meeting that need to maintain life, health, and well-being. This is a general theory composed of three related theories: the theory of self-care, the theory of self-care deficit and the theory of nursing systems.

Self-care consists of the activities that individuals carry out on their own behalf. These actions are deliberate, have a pattern and sequence, and are developed from day-to-day living. The ability of the individual to perform self-care is called self-care agency. A person needs nursing when the person has health-related self-care deficits. Three nursing systems wholly compensatory, partially compensatory, and supportive-educative define the degree to which the nurse assists in meeting the self-care needs.

AMERICAN NURSES ASSOCIATION CODE FOR NURSES

The following Code of Ethics for Nurses was developed by the American Nurses Association (ANA) as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. This Code is being reproduced with the express written consent of the ANA.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

CHAIN OF COMMAND

In a business organization, the chain of command refers to levels of authority in the company from the top position, such as the CEO or business owner, down to works on the front line. BAC has a chain of command within the nursing program to provide students a guide to whom they may ask questions or report problems.

After a breakdown in the chain of command, students may feel as if no one is in charge. This can create an atmosphere of uncertainty and chaos, which affects the morale of all students within the nursing program.

Therefore, the following chain of command exists within the nursing program:

1. Instructor
2. Clinical Supervisor (if applicable)
3. Assistant Director of Nursing (if applicable)
4. Director of Nursing
5. Director of Academics

Once a situation is brought to the attention of the instructor verbally or in a formal written complaint or verbal complaint, the student should allow two business days to receive a reply from the instructor. If the instructor is unable to resolve the situation, the instructor will consult with the nursing leadership team. If the matter is resolved, the student should expect to receive notification of their situation from their instructor within one working day. The nursing faculty and nursing leadership team will work collaboratively to resolve any student issue. Please see the Grievance Policy in the BAC Catalog.

ADVANCEMENT/GRADING/GRADUATION

1. **Theory/Critical Thinking**
 - a. Achieve a passing percentage as indicated for each term.
 - b. Successfully pass each assessment (exam or quiz) with the passage percentage as indicated for each term.
 - c. Successfully pass all assignments with the passage percentage as indicated for each term.
 - d. Extra credit, curving, or rounding of grades is not allowed in the Nursing program.
 - e. Homework is due on the day designated by the instructor. Late homework will be accepted, however, there will be a 1-point reduction for each day the homework is late. If homework is not received within three (3) days of the due date, the student will receive zero points.
2. **Clinical/Skills Lab Evaluation**
 - a. Students shall be evaluated on achievement of clinical/skills lab objectives with a Satisfactory (meet objectives) or Unsatisfactory (unable to meet objectives).
 - b. Students shall be evaluated for professionalism, communication, clinical nursing skills, and documentation in the clinical area.

- c. Expectations of clinical/skills achievement of these objectives will be according to the clinical/lab objectives for each term.
- d. Clinical/skills instructors will use written assignments, demonstrations, clinical observation of patient care provided, checklists, and post tests administered during clinical/skills pre or post conferences as tools to evaluate clinical/skills performances.
- e. Evaluations will be ongoing throughout the clinical/skills rotation, allowing for student's self-correction and remediation for students receiving an unsatisfactory rating in any area.
- f. An Unsatisfactory clinical/skills evaluation results in an F for the course regardless of the grade received in theory.
- g. Failing clinical/skills will result in the student repeating the theory/critical thinking component and clinical/skills together regardless of passing theory/critical thinking grade received.
- h. Failing theory will result in the student only needing to repeat theory/critical thinking course if the student passes clinical and skills courses in the term.
- i. Failure to make up clinical/skills hours at the end of the term will result in an F for the course regardless of the grade received in theory/critical thinking. The student will repeat all courses within the term regardless of passing one course within the term.
- j. Absences or tardies more than two (2) clinical/skills days will result in dismissal from the program. (For example, if a student has two absences and then comes to class tardy, then the student would be dismissed from the program.)

REMEDIATION/TUTORING AND PROBATION

1. Remediation will be provided for students who fail an assessment (exam or quiz) or do not have a passing percentage for the course.
2. Remediation will be provided to students who perform in an unsafe and/or incompetent manner in the skills lab or at a clinical setting.
3. Students who refuse remediation, miss tutoring/remediation appointments, will be placed on a success plan and follow-up with the success plan will be implemented.
4. Students that are mandated as stated on the Success Plan to attend remediation may not be excused or miss any scheduled remediation/tutoring appointment. If mandated tutoring is missed, the student is subject to disciplinary measures including dismissal from the program.
5. Remediation goals: A cumulative passing percentage according to the course the student is currently enrolled in and a Satisfactory Clinical/Skills Lab evaluation.
6. Remediation will include a review of the examination content to identify learning deficits and a corrective plan of action for the student that will include independent reading, computerized online practice assessments, homework review, research, and tutoring if required.

AUTHORIZATION TO RELEASE INFORMATION TO COMMUNITY PARTNERS

A portion of your training program is the completion of externship or clinical or practical participation. The volunteer externship/clinical sites may require personal/confidential information about the student prior to the student being scheduled for this portion of their training. This information is generally required by the sites to allow for compliance under their policies and/or laws that regulate the healthcare organization. To this end, the information includes but is not limited to verification of clearance of background and/or drug screen results, immunization records, driver's license, CPR card, grades, attendance, and performance evaluations. As acknowledgment of this handbook, you are authorizing Blake Austin College to provide any necessary information to the sites so that the externship/clinical participation can be scheduled and authorized.

ATTENDANCE

THEORY/CRITICAL THINKING AND CLINICAL/SKILLS LAB ATTENDANCE

1. Attendance will be recorded daily.
If a student arrives to class late or leaves early, it will be considered tardy/leave early. This also applies to being late from lunch or breaks throughout the day.
For example: If class starts at 8:00 a.m. and a student arrives between 8:01 a.m., the student will be marked tardy. All attendance is recorded based on 15-minute increments for tardies, leave earlies.
2. A student cannot exceed missing the total hours of two full clinical/skills days each term.
3. A student cannot exceed missing the total hours of two full theory/critical thinking days each term.

Failure to comply with the above attendance policy will result in a student being dismissed from the program. There are no exceptions to this attendance policy

MAKE UP POLICY

All scheduled hours must be successfully completed for a student to graduate from the program. Therefore, make-up time is available for anytime missed. All hours must be completed to ensure program requirements are met. Make up time must be completed within one week of the tardy/leave early and within two weeks upon return from absence(s). Make up time can be scheduled for a minimum of 30 minutes increments. It is the student's responsibility to make sure a make-up form has been created upon returning to campus. The student will check in with their program to start and end their make-up time as make up forms including assignments must be signed off by an instructor.

Make up assignments must be directed at completing specific objectives and/or technical skills. Students must adhere to these assignments for time missed. Acceptable methods of make-up:

Theory: Case studies, objective assignments, written examination/quizzes, and/or research reports.

Skills: Practice and/or performance evaluation in skills lab.

Clinical: Performance evaluation in skills lab or scheduled at a clinical facility.

If a student is tardy and/or leaves early for the day, the student cannot make up time on the same day. Any student who completes make-up time prior to class on the same day and is tardy to class or leaves early, will not have make-up time considered for the day.

If a student fails to make up the time within the specific timeframe, the student will be placed on probation, however dismissal may occur.

It is the student's responsibility to attend the scheduled make up time as stated on the make up time form and will not be reminded by the faculty or staff.

MAKE UP COURSE WORK, EXAM, AND QUIZ POLICY

Students are required to make up all course work missed due to absenteeism. The instructor may assign additional work to be completed for each absence to meet the missed learning objectives. Students are responsible for getting missed assignments and arranging time with the instructor or designee for make up work and exams, within a week of absence. A 10% deduction of the score will be applied to all make-up work, quizzes, and exams.

REPEATED COURSES

A student who earns less than 75% in a course in their program of study must repeat the course. Earned grades are not rounded up. All repeated courses count as credit/hours attempted in the maximum time frame evaluation for SAP. If a student fails the same course twice, the student will be dismissed from the program. Any student who has failed a total of three courses in his/her program of study and/or does not meet the SAP requirements will be dismissed from the program.

Course repeat is based upon seat availability. Students may need to drop from the program if seats are not available and return when available.

DISCIPLINE PROCEDURE

The Director of Nursing or designees can issue a Success Plan based on any of the violations listed below. If single violation leads to multiple success plans, dismissal from the program may occur unless a serious violation has occurred which can result to immediate dismissal.

VIOLATIONS

1. Loitering in campus and clinical facilities during class hours.
2. Failure to comply with directions of campus officials acting in the performance of their duties, such as but not limited to, eating, and drinking in classroom and use of cell phones.
3. Students not compliant with the Dress Code will be sent home and recorded absent.
4. Attending to personal affairs during classroom and clinical rotations.
5. Creating or contributing to unsanitary and unclean conditions.
6. Inciting an act towards the college with petitions or otherwise.
7. Creating/contributing to a group chat which demeans BAC faculty, staff, or students.
8. Not following the chain of command.
9. Minor damage to campus or clinical site premises, however, if minor damage or bodily injury occurs, it becomes a major offense.
10. Copying college software or placing any personal software onto campus computers or bringing personal computer hardware without staff permission.
11. Collaborating with another student and/or copying during an assessment (exam or quiz).
12. Copying and sharing any graded assignment/assessment.
13. Utilizing unauthorized materials during a test.
14. Failing to respect students and clinical confidentiality.
15. Playing/gambling on campus or clinical site premises.
16. Unprofessional conduct on campus or clinical site premises.
17. Violating any safety standards could result in harm to self, others, or major damage to equipment at the campus or clinical site.
18. Intruding into another student's personal belongings.
19. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information of the campus, alteration or use of college identified documents with the intent to defraud.
20. Conducting oneself in a nonprofessional manner during a virtual learning environment.
21. Having another person complete an assignment and/or take a test or taking and completing an assignment for someone else. Copying/duplicating an assignment from another student or past student.
22. Blatant disrespect directed toward staff, instructors, or other students.
23. Not reporting an accident at the campus or clinical sites.
24. Monetary solicitations and accepting renumeration/tips as well as distributing non- campus related materials at the College or clinical sites.

25. Use or possession of another student's ID badge without permission.
26. Misuse of own ID badge and/or allowing others to use it.
27. Removing or posting any matter on bulletin boards or any part of the campus or clinical site property unless specifically authorized to do so by the Program Director.
28. Borrowing campus property, such as laptops, without written authorization.
29. Falsification or deliberate omission of significant information on the student application.
30. Assaulting, threatening, intimidating, or coercing others.
31. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on college premises.
32. Conviction of a felony case.
33. Willful or negligent acts or conducts that could result in neglect or abuse of any client or clinical facilities operations and properties.
34. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other college activities.
35. Unauthorized copying of confidential clinical site records and unauthorized release of client information.
36. Purchasing testing resources to use to cheat on an assessment (test or quiz).
37. Hazing, which endangers the physical or mental health of any person.
38. Bullying.

PRECEPTING EXPERIENCE

The Vocational Nursing Practice Act, California Business and Professions Code, Division 2 Chapter 6.5. Vocational Nursing, Section 2534.1. (b) Clinical Preceptorships states:

“Preceptorship means an optional clinical experience for selected vocational nursing students.”

A preceptor is a registered nurse or licensed vocational nurse on staff at the clinical facility, who is specially selected and prepared to work with a student during the preceptorship. The preceptor is responsible for the on-site direction of the student's preceptorship. The Nursing Program faculty and Director will be responsible for the overall management of the preceptorship and final student outcomes. The goal of the preceptorship will be the facilitation of the students' application of newly acquired knowledge, skills and abilities in a realistic setting that simulates actual job performance.

The regulation further states that the preceptorship experience may be conducted in the last 9 weeks of the program for a maximum of 160 hours.

Blake Austin College offers preceptor experiences in the last 4-6 weeks of the program for a total of 83 hours. The following criteria will be used to determine eligibility for preceptorship.

1. If a preceptor asks to precept a specific student, the student will be granted the experience, if the preceptor criteria and the preceptor's schedule must be outside of the theory and skills schedule as students must attend theory and skills as scheduled.
2. If a student acquires their own preceptor, and the facility is an approved facility, or the facility agrees and completes the Facility Approval Form by end of Term II, the student will be granted the experience if approved by the board.
3. The following evaluation will be used to determine which students will be selected for the remaining preceptors:
 - a. Clinical Evaluations including CPE Scores in all previous Terms
 - b. Benchmark Exam Scores
 - c. Term Exam Grades
 - d. CGPA
 - e. Attendance

Students not assigned to a preceptor will continue their clinical rotation to meet the objectives.

CAPSTONE CONTENT REVIEW AND VIRTUAL ATI NCLEX REVIEW

Capstone is implemented in Term 3 which will consist of content modules with weekly tips, review of concepts, pre assessment quizzes, weekly content assessments, post-assessment assignments and a post assessment quiz. This is guided to assist you to be successful on your final ATI Comprehensive Predictor. This will be worth 200 points of your overall Term 3 grade. Additional information will be provided to you closer to Term 3 and will be in your Term 3 Course Syllabi.

Virtual ATI is implemented one month before graduation immediately following Capstone. It is specifically tailored for each student based on benchmark exams and the comprehensive final. It is an online review module with your own Nurse Educator for any questions you may have. **Virtual ATI is designed to focus on each student's weak areas to provide you all with support, confidence and strengthens testing ability to be successful on NCLEX.** Virtual ATI must be completed within the 12-week allotted period. As a general guideline each VATI module takes approximately one week to complete with a commitment of 8-10 hours per week. This may vary according to your remediation needs identified in each module. You must be at 50% to graduate and 100% for us to be able to send your paperwork to the board of nursing.

If you do not get to the 100% by the end of your access, you will have to purchase it again to continue until you get to the 100% and green light. We want you at **80%** predicted probability of passing NCLEX on your predictor or higher. If you do not achieve that score, you will meet with the DON and/or ADON to discuss a study plan and we will want you to come in and take a retake.

PN CONTENT MASTERY SERIES PROFICIENCY LEVEL DEFINITIONS

A student meeting the criterion for Proficiency Level 1:

1. is expected to **just meet** NCLEX-PN® standards in this content area.
2. should demonstrate the minimum level of knowledge in this content area required to support
3. academic readiness for subsequent curricular content.
4. should meet the absolute minimum expectations for performance in this content area.

A student meeting the criterion for Proficiency Level 2:

1. is expected to **readily meet** NCLEX-PN standards in this content area.
2. should demonstrate a level of knowledge in this content area that more than adequately supports
3. academic readiness for subsequent curricular content.
4. should exceed minimum expectations for performance in this content area.

A student meeting the criterion for Proficiency Level 3:

1. is expected to **exceed** NCLEX-PN standards in this content area.
2. should demonstrate a high level of knowledge in this content area that confidently supports academic
3. readiness for subsequent curricular content.
4. should exceed most expectations for performance in this content area.

Note that these definitions were based on expertise of the nurse educators who participated in the cut score study. No empirical study was conducted relating NCLEX-PN performance to performance on the Content Mastery Series, nor was any study conducted demonstrating a statistical relationship between Content Mastery Series performance and actual job performance. These Proficiency Level definitions were used by cut score study participants for the purpose of making their empirical ratings of item difficulty.

EXIT PREPARATION

- Students must turn in completed skills check off list
- It is the student's responsibility to ensure all items have been signed off by their instructor(s). Incomplete skills check list will not be accepted.
- All hours must be confirmed including make-up hours, remediation, etc.
- Students must meet graduation requirements as stated in the BAC Catalog

At the conclusion of the Vocational Nursing program, BAC will complete the Record of Nursing Program that includes verification of nursing program hours.

The Director must sign that “[he/she] certifies under penalty of perjury under the laws of the State of California that the forgoing is true and correct.” The form includes the total number of approved hours of the Vocational Nursing Program. All hours must be completed for the graduate to become licensed by the State of California. Therefore, all absences require make up hours (See “Make-Up Time: Clock Hour Programs” in the VN Student Handbook) to ensure completion of all approved hours.

NOTICE OF MODIFICATIONS AND/OR CHANGES

The College reserves the right to modify or make changes in faculty, program offerings, software course(s), books and/or materials, equipment, facility location, class schedules and hours, locations of equipment, classrooms, policies and procedures, student location, and other areas as it deems necessary to improve the quality of education the school provides. Consideration will be given to existing demands; however, changes may and will occur as necessary. All courses are formulated to incorporate the subject matter of the curriculum to be delivered in the format developed by the College (i.e., Instructor-Led or Open-entry, self-paced). Each course is developed to allow for the capacity of the classroom and/or Instructor-to-Student ratio. Calendars are provided as a guideline for instructors and students alike as the curriculum layout and when it should be delivered based on normal class conditions. Calendars are not to govern, but to guide.

BLAKE | AUSTIN COLLEGE

STUDENT HANDBOOK ACKNOWLEDGMENT

By signing below, I acknowledge that I have received the Vocational Nursing Student Handbook. I am aware that I am responsible for reading the handbook and complying with the contents therein. I understand that a copy is available on Blake Austin College's website under Consumer Information, <https://www.blakeaustincollege.edu/student-services/consumer-information/>

Print Student Name

Cohort

Student Signature

Date