



THE INSTITUTE OF ALLIED HEALTHCARE

IOAH



APPENDIX D

established 2020

**SCHOOL OF NURSING
HANDBOOK**



THE INSTITUTE OF ALLIED HEALTHCARE



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Welcome to IOAH School of Nursing.

You have made a wonderful decision to enter a respected and necessary profession. Nursing care is Essential to the health and well-being of all people. Nursing Education makes it possible to provide quality care while achieving your personal goals.

The nursing program at IOAH School of nursing utilizes healthcare concepts that will be a basis for competent and safe nursing practices. You will become a provider of Patient Centered Care with a focus on Patient Safety and Advocacy.

Nursing is a profession as well as a vocation. As a Member of the Health Care Team, within a supportive environment, you will learn to use the nursing process to make important clinical decisions and provide excellence in care to the patients you serve.

The goal of our program is to provide education which leads to nurses who can ensure quality service in a variety of healthcare settings. The IOAH School of nursing Program faculty and staff are committed to assist all students as they enter the career ladder of nursing and transform individual learning and interests into the professional world of service.

Your journey is just beginning! Embrace the journey, Enjoy the experience, as you Evolve into a professional Nurse. Welcome to a career in Nursing which is truly a lifelong commitment and wonderful learning experience.

My door is always open to you; your input, comments and suggestions are always valued. I look forward to meeting each of our students and watching them grow through this educational experience.

Sincerely,

Barbara Lee Scanlon, RN-MSN
Director of Nursing- IOAH School of Nursing





Preface

The IOAH SON Student Handbook has been designed to acquaint you with the policies, regulations, and services of the nursing program. It reflects input and cooperation from those who have an interest in the programs and the safety and, welfare of students.

The IOAH SON reserves the right to make changes in this handbook at any time at the discretion of the school and in its policies and regulations that contribute to the improvement of the school. Changes made will be provided in oral and/or written format to the student body. Students are required to inform themselves of and to comply with the IOAH SON policies and regulations as stated and distributed.

Failure to comply with the IOAH SON policies and regulations may result in warning or dismissal from the program.

IOAH School of Nursing

7614 Louis Pasteur Dr. Suite 402 Main Campus San Antonio, TX 78229 210-616-0880

Note: The IOAH SON Student Handbook is supplemental to the IOAH Student handbook (www.alliedhealthedu.com - click on Orbund Portal)

Program Contact Information

If you have questions regarding the IOAH vocational nursing program such as admission status transfer of credit, campus registration, and/or classroom assignments please contact:

Barbara Lee Scanlon, RN-MSN

Director of Nursing Education

7614 Louis Pasteur Dr. Suite 402 San Antonio, TX 78229

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Nursing Administrative Assistant

7614 Louis Pasteur Dr. Suite 402 San Antonio, TX 78229

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Email: ashia.asuncion@alliedhealthedu.com

Admission/Application Process

Nursing students should review the IOAH catalog and student handbook for the nursing program admission / application process.

Admission to the nursing foundational core is based on university admission criteria and does not guarantee admission to the nursing clinical core. Students should attend the nursing program foundational core orientation/advising session and sign necessary forms to ensure enrollment into the nursing foundational core.

Advising

Academic advising is provided to help students succeed, the nursing program academic advising addresses academic issues, professional goals, financial needs, and social support of students.



COVID GUIDELINES FOR IOAH SCHOOL OF NURSING

The COVID-19 crisis is different from anything previously experienced in many ways including the length of time we have been and will be in pandemic mode. Nurses are tired and have dealt with tremendous amounts of trauma during this period. The unusual infection control practices of reusing personal protective equipment (PPE) becomes a new reality. Decisions about rationing, crises planning and staffing being made quickly and without nurse input has also become a new reality.

This new normal is an unfamiliar change from our usual routines. While we hope it is not here to stay, we must adapt our methods and routines to the current needs. While communication is always important in health care, during a crisis it is critical to facilitate the least bidirectional flow of information.

Nurse leaders should encourage questions and concerns; and responses must be sincere and timely.

In response to this crisis. IOAH School of Nursing is responding with the following measures to utilize as needed:

Guidelines to be utilized as necessary:

Online ZOOM classes (students can also give presentations during online sessions) Online testing utilizing Orbund System during online classroom sessions for security.

Meetings with students and faculty done by ZOOM (Faculty can also schedule online office hours as well as tutoring sessions)

ATI Online Modules

ATI for teaching tools and utilized for skills instruction.

If Clinical Sites are not available for students to attend, the Clinical Skills/Simulation Lab is available and students may be scheduled in shifts utilizing appropriate PPE (student will have individual prefilled totes with supplies and the school has adequate masks, gowns, gloves & supplies) and social distancing. We have basic to high fidelity mannequins available including "Noelle" for Labor/Delivery simulation. Case studies for students can be done followed with online post conferences.

Student Handbook

The IOAH SON student handbook is supplemental to the IOAH student handbook located on the website www.alliedhealthedu.com

Then click on Orbund Portal.

Nursing students should review and adhere to the IOAH and SON policies and guidelines.





IOAH EDUCATION MISSION STATEMENT

The mission of The Institute of Allied Healthcare is to offer students quality instructional opportunities in career orientated programs and to successfully prepare students for post-secondary education in preparation for their future careers.
The Institute of Allied Healthcare (alliedhealthedu.com)

IOAH SON MISSION STATEMENT

The School of Nursing (SON) mission is to prepare caring, innovative, professional nurse who are leaders in addressing the evolving health care needs of all people and in advancing the profession of nursing.

PURPOSE AND NEED FOR PROGRAM

Licensed Vocational Nurses (LVNs) provide direct bedside patient care that includes activities such as taking vital signs, applying dressings, and administering prescribed medications. They observe and report on patients' symptoms, reactions to treatment and medication, and progress.
LVNs may also supervise nursing assistants or aides.

KEY CONCEPTUAL MODEL

Roy's Nursing Theory: Adaptation Model of Nursing

This model looks at the patient from a holistic perspective.

According to Roy's model, the goal of nursing is to promote adaptation of the patient during illness and health. The three key concepts of her model are the human being, adaptation, and nursing.

The nurse then takes actions to promote adaptation by manipulating the environment, elements of the patient system, or both as part of their nursing care plan. Nursing is not rigid, and by applying Roy's Adaptive Model of Nursing to your nursing practice, you can be sure that the care you give your patients will be the highest quality you can provide for that individual patient in his or her individual situation. A major strength of Roy's adaptation model is that it guides nurses to use observation and interviewing skills to provide an individualized assessment of each person and situation. As a student, you will be able to practice within clinical settings.

Roy' Adaptation Model includes the six-step nursing process and includes:

- Assessing subjective data collection of behaviors
- Assessing objective data stimuli and categorizing them as focal, contextual, or residual
- Conduct an assessment and provide a statement of nursing diagnosis
- Set forth a goal to promote adaptation and provide the appropriate stimuli
- Manage the stimuli but implementing interventions for management
- Be able to evaluate and determine if the adaptive goals have been met

COE ACCREDITATION

The Institute of Allied Healthcare is accredited by The Council on Occupational Education (COE). Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement. Accreditation by COE is viewed as a nationally honored seal of excellence occupational education institution and denotes honesty and integrity.



Vision

The school's educator and clinicians will produce the next generation of nursing leaders empowered and focused on innovative responses to address the challenges of a rapidly changing and culturally diverse health care environment.

Core Values

Empathy and Caring Applied
Therapeutics
Ethical and Legal Considerations
Professionalism

Psychomotor Skills Communication Critical
Thinking Teaching

Goal /Purposes

Prepare learners to influence the delivery of healthcare service through safe and accountable clinical judgement.

Promote and facilitate (student-centered) lifelong learning opportunities responsive to the needs of student, graduates, faculty, community and profession.

Commit to the advancement of nursing knowledge and application for health care by collaborating with faculty within and external to the institute and with professionals in healthcare and community agencies.

Support and participate in activities that interpret and promote the role of the nursing, influence nursing practice, and the concept of caring.

Support efforts to recruit and retain students from diverse backgrounds and experiences to demonstrate potential for success in nursing.

Incorporate a holistic approach to culturally congruent care throughout the lifespan.

The IOAH SON faculty believe nursing is a practiced profession with a defined body of knowledge and outcomes. Nursing practice is embraced through education as holistic, caring in nature, incorporating and supporting lifelong learning.





Nursing Practice and Nursing Education

A knowledge base reflective of the varying levels of nursing practice contributes to incorporating information to promote health, prevent disease, restore health and promote adaptation across the analyzing planning, implementing and evaluation nursing care. Continued learning and application of facts and principles are necessary for elective clinical judgment in patient care settings. As providers of health services nurses should be self-directive, creative, critical thinkers who strive for lifelong learning regardless of their level of practice.

Guidelines for Student Conduct Academic Integrity

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. This is most relevant at the college level as it relates to providing credit to other people when using their ideas. In simplest terms, it requires acknowledging the contributions of other people. Failure to provide such acknowledgement is considered plagiarism.

Academic integrity is the moral code by which education is administered. Some of the areas of concern include:

Cheating on assessments and assignments

Plagiarism--using someone else's work, without giving them credit for that work.

Research fraud--conducting research in a way inconsistent with accepted ethics and honesty standards, reporting results that are inaccurate, or reporting results in such a way that inappropriate conclusions are reached.

Publication dishonesty--writing materials that misrepresent facts, opinions, or judgments, making false claims, misrepresenting or misinterpreting research reports.

Causes for Dismissal Students responsible for involvement in the violations above will be dealt with accordingly.

Disciplinary actions may be a written reprimand, verbal warning, or dismissal from program.

Causes for Readmission Students dismissed for any violation will not be readmitted.

The IOAH SON follows the academic integrity guidelines and appeal process outlined in the IOAH student handbook. Please, review the academic integrity guidelines. at the following link: www.alliedhealthedu.com

Click in the Orbund Portal and review the student handbook!

A faculty member will complete the *Academic Dishonesty Form* and submit it to the Program Director.





IOAH SCHOOL POLICY REGARDING STUDENT CONDUCT

(Title 40, Texas Administrative Code, Section 807.195)

1. Policy Regarding Student Conduct Students will be accountable for conduct on campus and at clinical externship sites. Students are encouraged to report violations of student conduct. Violation of any of the listed student conduct may result in a verbal warning or dismissal of the program depending on the seriousness of the violation.
2. All forms of dishonesty: cheating, plagiarism, and forgery. (Dismissal, with no readmission)
3. Theft, destruction, damage and misuse of the Institutions property and individuals associated with the Institution. (Dismissal, with no readmission)
4. Profane behavior that is not appropriate and causes disruption of class. (1st offense Verbal Warning, 2nd offense dismissal with no readmission).
5. Under the influence, possession, or consuming alcoholic or controlled substances on campus or externship property. (Dismissal, with no readmission)
6. Smoking is not permitted on the Institutions property. (1st offense, verbal warning, 2nd offence Dismissal, with no readmission)
7. Violence or threats of violence towards persons or property of students, faculty, staff of The Institute of Allied Healthcare and affiliated externship sites including employees, patients, and guests (Dismissal, with no readmission.
8. Children are not allowed on Campus. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Bringing hazardous items such as explosives, firearms, or other weapons concealed or exposed onto campus property or externship site. (Dismissal, with no readmission)
10. Improper use of e-mail and internet access
11. All electronic devices must be turned off while in the classroom.
12. (1st offense Verbal Warning, 2nd offense dismissal with no readmission)
13. Sexual Harassment of any kind.
14. Violation of a federal, state, or local ordinance including but not limited to those covering alcoholic beverages, gambling, sexual offenses, or arson on Campus property, at campus function, or at affiliated clinical site.
15. Sexual Assault (Dismissal, with no readmission)





Communication

Effective communication is, vital to ensure successful completion of the program. Students are responsible for communicating issues and concerns with course faculty and/or their academic advisor. Students are expected to communicate appropriately, adequately & truthfully, verbally and in writing.

The ability to communicate effectively with peers and with the healthcare teams in clinical settings is vital to the completion of the program and to the student's future professional success.

Students are required to have current working phone numbers on file in the nursing program office to ensure the ability to contact students should clinically sites and/or times changes and in case of emergency, bad weather or natural disaster.

It is the responsibility of the student to remain apprised of the information in IOAH School catalogs, student handbook, and all other updates to policies and procedures. Students are responsible for reading information posted on student bulletin boards. **Personal cell phones are not to be used in the classroom or clinical areas; all cell phones should remain off or in silent mode during classroom & clinical sessions.**

Confidentiality Statement

Any information, either written or oral, having any relevance to client care is considered strictly confidential. Discussion regarding clients is restricted to the proper professional environment under supervision of appropriate healthcare professionals.

Under no circumstance, is it appropriate to discuss one client with another client; nor to discuss a client case in a public area. Students must strictly adhere to each clinical facility policy on privacy and confidentiality. Any breach of confidentiality may be grounds for dismissal from the nursing program.

FERPA - Right to Privacy

The Family Educational Rights and Privacy Act (FERPA): Please see the IOAH catalog and the SON Student Handbook at www.alliedhealthedu.com - Click on the Orbund Portal for FERPA information.

Classroom/Clinical setting Behavior and Expectations for Professional Conduct

As the IOAH SON prepares students to work in a diverse community, students' faculty and staff must collaborate and work together to accomplish the mission and goals of the IOAH SON. In support of the IOAH and SON mission the following guideline are offered to describe acceptable behavior to students in the classroom and clinical settings:

Students should arrive on time for class and should remain in class.

When class is in progress, it is considered disrespectful and disruptive in nature to leave the class.

Students that need to leave early should alert their faculty and sit by the exit to prevent disruption from occurring.

Any portable electronic devices will not be used in the classroom and the clinical setting unless they are approved by instructor.

No food or drinks are allowed in the classrooms or clinical/simulation laboratory.

Students should be courteous and keep noise to a minimum in the hallways while waiting for peers to finish exams or while on break.





Students must pick up and dispose of their trash before leaving the classroom. Chairs, tables and/or desks must be returned to the proper position before leaving the classroom. Student should exemplify professional behavior and follow the policies and procedures of IOAH SON.

The guidelines are to be always followed to enhance an environment of learning. Treating others with respect is of great importance in the nursing profession, it is important that students practice respect with their peers, faculty and staff always. Failure to act respectfully and courteously represents unprofessional behavior.

Examples of unprofessional behavior include **but are not limited** to:

- violation of the Health Insurance Portability and Accountability Act (HIPAA)
- client abandonment and/or neglect
- theft of property from a clinical agency, client, students, faculty, IOAH SON or others.
- disorderly conduct
- verbal abuse that involves an expressed or implied threat to a person's safety
- physical abuse of a person
- possession of a weapon
- possession of drugs or controlled substances
- alcohol or illicit drug abuse
- physical or verbal abuse toward faculty and/or peers
- any behavior that constitutes misconduct as defined by the IOAH student handbook, the IOAH SON student handbook and the BON.

Consequences for unprofessional behavior will be at the discretion of the faculty and the director. The **Student at Risk Form** and an individual remediation plan will be completed and place in the student's file. A faculty member may remove a student from the classroom and/or clinical setting or refuse entry to the classroom and/or clinical teaming are because of:

- unprofessional appearance
- poor or lack of preparation
- unsafe practice

Inability to participate in clinicals will result in a grade of unsatisfactory for the day and may be considered an unexcused absence. The student will be suspended from all clinical settings pending the outcome of a disciplinary process. The student may appeal the dismissal. To begin the appeal the student would follow the grievance policy and submit a Grievance Form. Students dismissed from the nursing program for professional misconduct will be not allowed reinstatement or re-entry to the nursing program.

Unprofessional behavior could warrant failing of a nursing course and/or clinical and in a serious situation, could result in dismissal from the program. A violation of these guidelines would initiate an individual remediation plan by the faculty and/or program director.





Admission to the Nursing Program

The nursing courses are sequential, and the successful completion of each course is a prerequisite for admission to the next level or successive course.

All nursing courses must be taken through IOAH.

Nursing courses may only be repeated once by students.

Progression and Retention within the Nursing Program

- Each student is assigned a nursing faculty member for academic advising.
- Progression in the nursing program will depend on achieving the following:
- Attendance of class and clinical experiences as necessary to meet objectives for each course.
- Completion of all clinical hours necessary to satisfy clinical course objectives.
- A passing score with a grade of "C" or better in all nursing courses.
- Failure to achieve a passing grade in a theory course will result in failure of the associated clinical course co-requisite.
- in which case the student will be required to repeat the entire course and associated co-requisite course
- Failure to achieve a passing grade in a clinical course will result in failure of the associated theory course co-requisite.
- in which case the student will be required to repeat the entire course and associated co-requisite course.
- Completion of all written and clinical assignments.
- Completion of all standardized testing, this testing is at the student's expense.
- Maintenance of all standards as outlines in the IOAH SON student handbooks
- A student who does not meet the requirements set forth above will not be permitted to progress from one quarter to the next in the program, unless the program director and the school director determine that exceptional circumstances exist to permit the student's progression.

It is anticipated that exceptions will rarely be granted and will only be allowed for exceptional circumstances and when a student has been on track in meeting course objectives.





EARLY EXIT FROM THE NURSING PROGRAM

Students bear the responsibility of notifying the program director when there is a need to discontinue studies before finishing the program.

A student exiting the nursing program for any reason must complete an Exit Interview Form and submit the completed form within even (7) days of finalization of the course to the program director for potential re-entry.

Students are not allowed to withdraw from nursing courses without written permission of the course faculty and the nursing program director. Forms utilized for this process are Student at Risk and Exit Interview.

Students who do not complete an Exit Interview Form or submit the form within the required time will be at risk of not being withdrawn from the course and may subsequently receive a failing grade for the course(s) the student has stopped attending. An official withdrawal results in a "W" grade with no bearing on grade point average.

Students may also incur out-of-pocket expenses as described in the IOAH refund policy.

If a student displays unsafe behavior and fails the course after completing less than 60% of the course, a grade of "WF" will be given.

If the student displays unsafe behavior and fails the course after completing 60% or more of the course a grade of "F" will be given.

Leave of Absence (LOA)

A student may apply in writing to the nursing program director for a LOA when it is necessary for the student to temporarily interrupt his/her progression in the program. The program director has the discretion and authority to approve or deny a LOA request and to determine if a course or clinical component of a course can be successfully completed based on the number of days absent.

When a LOA is granted a specific time period for the LOA will be designated. The student may return without reapplying for re-entry at the end of the designated LOA period. If the student took a LOA for health reason the student must, prior to returning to the clinical setting from a LOA, submit a written healthcare provider's certification that the student is fit to return to the safety perform in the clinical setting.

A student not returning from the granted LOA within the designated time frame will be considered to have withdrawn from the program. and the student must reapply to re-enter the program and may be required to start the program over from the beginning.





Clinical Simulation/Lab Experiences

General Information

Clinical experiences for students will be approached utilizing the scope of practice appropriate for the vocational nurse. Clinical experiences will occur through face-to-face/direct instruction in the clinical site with nursing faculty or preceptors. In addition, IOAH SON may offer clinical experiences through lab simulations to the extent permitted by the respective state board of nursing. As a supplement to clinical experience students will practice nursing skills with direct instruction/supervision using technically designed scenarios with simulation models in the nursing skills/simulation laboratory.

Faculty will strive to provide a neutral clinical experience for students. This means that if a student is employed by a clinical site, IOAH SON will seek to obtain another clinical site for the student.

If this is not possible, the student must recognize and act consistent with his/her role as an IOAH SON student during clinical hours.

Mandatory Attendance

The nursing faculty have determined the number of clinical hours needed for students to develop and demonstrate clinical competency based on educational principles and board of nursing rules and regulations. Students should demonstrate behaviors that are consistent with professional nursing standards throughout their nursing education in order to be prepared for the responsibilities and demands of the professional nurse.

One of the professional requirements of a nurse is consistent attendance. In addition, clinical experiences are integral parts of the learning process at IOAH SON. Therefore, missed clinical hours are missed learning opportunities for a student and may cause a student to be unable to meet clinical course objectives which could result in not passing a course (clinical & didactic).

As such, clinical attendance is mandatory for completion of the nursing program and eligibility to it for national licensure examination. Clinical absences are unacceptable unless approved by the program director or the director's designees.

Tardiness to a clinical is unacceptable. Developing good professional behaviors includes being on time for all assignments and appointments. Tardiness leads to missed learning opportunities for the tardy student and the disruption of the clinical experience for the instructor and other students. Students must attend the full scheduled clinical session unless prior arrangements have been made with the program director or the director's designee. If a student is late for clinical sessions, clinical faculty may decline to permit the students to participate in the clinical and the student will be marked absent for that session. Tardy students may also be required to complete additional course work or make up clinical sessions related to the missed learning opportunity, as a result of the student being tardy.

For example: a clinical faculty may require a tardy student to write a paper on a designated topic and/or prepare and present the information to the clinical group.





A student may be subject to dismissal from the program due to failure of the clinical experience if the student has one or more unexcused absences or has missed more than ten percent (10%) of a clinical course, whether the absences are approved and found to be excused by the program chair. **The program director has the discretion and authority to determine if a student's clinical absence will be excused or not, and the program director has the discretion and authority to determine if a student will be dismissed from the program due to clinical absences under these guidelines.** A student who has been or will be absent from clinical hours must complete a *Notification of Clinical Absence Form* and except in the case of an emergency must submit that form to the program chair within three (3) calendar days of the anticipated absence. In the event of an emergency, the *Notification of Clinical Absence Form* (in the Forms section of this handbook) must be completed and submitted as soon as possible. The form will be reviewed and completed by the program director.

Absences Due to Special Circumstances

Clinical absences may be approved by the program director in special circumstances - including the following:

- Jury duty or legal subpoena to appear.
- Death of a student's spouse or significant other, parent, child, sibling, grandparent or grandchild.
- Illness or a surgical procedure which prevents the student from attending clinical hours.
- If a student is going to miss clinical hours for health reasons, the student must notify the clinical faculty as soon as possible but at least one hour prior to the start of clinical hours. The student must contact the faculty personally unless an emergency prevents such contact; in which case the student must have another individual notify the faculty of the absence as soon as possible.
- Religious holiday or observation which prevents the student from attending class.

Documentation Related to Absences

IOAH may require a student to provide documentation verifying the reason for the student's absence. In addition, if a student is absent for surgery, a serious illness or a health condition that the program chair believes could impact the student's ability to safely perform in the clinical setting, IOAH may require the student to present a healthcare provider's certification that the student is fit to safely return to and perform in the clinical setting prior to permitting the student to return to the clinical setting. IOAH may also require such a certification if requested by a clinical site as a condition of IOAH placing students at the clinical site.

The clinical faculty for a course may permit a student to return to the clinical setting pending the provision of the healthcare provider's certification with the program director's approval, but the student may be removed from the clinical setting at any time by the program director if the requested provider certification has not been provided or if the student has any continuing health conditions that prevent optimal performance in the clinical setting. If a student does not provide the requested documentation the student's clinical attendance history and circumstances will be reviewed by the program director, and the director will determine at his/her discretion, whether the student may continue to participate in the clinical component of a course or not. A student's inability to continue participating in the clinical component of a course due to the failure to provide documentation requested under this paragraph may be treated as a failure of for clinical experience.





Required Documentation Prior to Clinical Experiences

Students **must** provide and maintain proof of current and existing immunization records with Current TB test, CPR certification and background check documentation prior to the beginning of each clinical course.

Students will not be permitted to begin a clinical course without all required documentation submitted to the nursing program office. Failure to do so will result in the student failing the clinical course.

Clinical Assignments / Make-Ups

Clinical experiences are designed to help students meet learning objective and progress in the program. The facility size, availability, patient census, student level and theory content are considered by IOAH SON when making clinical site assignments. Clinical site assignments are based in part on clinical site availability, and clinical hours may include days, Evenings or weekends and could potentially extend into quarter and holiday breaks at the discretion of the clinical education coordinator and the program director. Clinical sites may be within a 50 - mile radius of the school location.

Clinical site assignments and schedules will be made available to students once dates and times are secured with the contracted clinical sites. Clinical site assignments and schedules are tentative, however and subject to change at the discretion of the clinical site, clinical education coordinator and program director (*See COVID attachment for clinical site information as needed)

Students will not be permitted to progress into the next level of the program with any outstanding missed clinical hours. If a student is absent from clinical hours IOAH SON faculty will assist the student in identifying a suitable make-up clinical experience consistent with the objectives of the missed clinical experience.

IOAH cannot guarantee that a make-up will be identified and completed by a student in time for the student to progress into the next level of the program. As such, students should avoid being absent or tardy from any clinical experience. Please, refer to Progression and Retention within the Nursing Program guidelines for details.





Professional Appearance

All students must always present themselves in a professional manner.

While enrolled in the nursing program, a student must follow the professional dress code guidelines at all times to remain in the clinical setting.

The following guidelines are mandatory for students to remain in compliance with the professional dress code:

- Students are to wear the official nursing program uniform in all clinical settings unless setting or agency requires other clinical attire.
- Cultural preferences must be requested for consideration and approved by the faculty.
- Student identification (ID) is Mandatory for all clinical sessions and must be in color including the student's photo. The IOAH SON students name badge must be worn anytime students are presenting themselves as a student of the IOAH nursing program. The student's name badge is to be worn on the left chest of the uniform or lab coat and be visible at all times.
- No jewelry is to be worn on the uniform or lab coat.
- No visible facial or body piercing, jewelry or tattoos are allowed in clinical setting/practicum.
- No objects of any type may be worn on the tongue.
- Hair must be neat, clean worn off the collar and back from the faces while in uniform. Long hair should be pulled back and/or tied up neatly as to not be covering the eyes or be unsafe or unsanitary.
- Makeup should be subtle and in good taste.
- Neatly trimmed beards and mustaches are permitted.
- Chewing gum is not allowed in the clinical setting or in the nursing laboratory.
- The uniform must be clean and neat.
- Students will maintain personal hygiene, including oral care.
- Students will bathe daily and use deodorant as needed to prevent offensive body odor and/cigarette smell.
- Cologne, after-shave and/or perfumes with strong odors are not permitted.
- Under-garments cannot be visible through the uniform.
- Fingernails must be clean & short, clear, neutral, or pale polish may be used if any. Artificial nails, nail wraps or extenders are not permitted.
- Any portable electronic device will not be used in the classroom and/or clinical setting unless previously approved faculty or program director.
- Absolutely no smoking while wearing a student nursing uniform.
*The malodorous effects of tobacco products prior to or during the time providing patient care can be offensive.





Additional Guidelines and Information

Digital Recording of Lectures

Students must consult course syllabi regarding the ability to record lectures.

If recording is permitted the faculty reserves the right to stop the recording, should it become obstructive or invasive to the class.

Should the student allow other students to benefit from the recording or utilize the recording against the lecturer, the student will be counseled and may lose all privileges for recording lectures in the nursing program.

*Students do not have permission from the SON faculty or director to record pre- or post-test reviews.

Evaluations: Student, Alumni, and Employer Surveys

To measure student, alumni, and employer satisfaction, the following surveys are used within the IOAH SON:

End of course surveys: students are provided with an online link for survey completion at the end of each course.

Program competition survey: Students are provided with an online link at the end of the respective program.

Alumni satisfaction survey: e-mail addresses are provided by students.

The program administrative assistant will e-mail an online link to each graduate at six (6) months post-graduation.

Employer satisfaction survey: E-mail addresses are obtained by the program administrative assistant.

The program administrative assistant will e-mail an online link to the graduates and/or their employers at six (6) month post-graduation.

Please, note that alumni and employer surveys / information may be obtained and collected through other communication channels.

National Council Licensure Examination for Practical Nurses (NCLEX-PN®)

The licensing exam for practical nurses is a national exam administered by the National Council of State Boards of nursing (NCSBN). Testing is available year-round via computerized adaptive testing (CAT) through designated testing centers. The test may take up to six (6) hours to complete.

The graduate is responsible for all costs as associated with the exam. The fees charged for licensure are determined by the state board of nursing

(http://bon.texas.gov/licensure_examination.asp). IOAH is not responsible for an) state board of nursing decision regarding eligibility to sit for the NCLEX- PN® exam.

Guidance for NCLEX-PN® application will be provided in the last level of nursing education courses.

Personal Property

IOAH SON assumes NO responsibility for loss or damage to students' personal property on school premises or in the clinical setting.





Severe / Inclement Weather

During the year, the IOAH SO campus may need to be closed, have a delayed opening / late start or early dismissal due to inclement weather and road conditions. If the IOAH SON campus is closed due to weather conditions students are **not** expected to report for class or clinical practice. Public announcements will be on the local radio or TV stations.

Faculty & staff will attempt to contact students as reasonably as possible. Students will be certain to maintain up-to-date contact information with the registrar and each current course faculty.

*For further information you may contact the campus at 210-616-0880

Standardized Testing

The SON has chosen to utilize the standardized *Test of Essential Academic Skills* (TEAS) as a pre-entrance examination. Standardized testing will be utilized throughout the nursing program for student studies evaluation, remediation and preparation for the NCLEX-PN exam. Students will be required to take nationally normed tests throughout the curriculum. Please, refer to *Addendum A* of this handbook for the Assessment Technologies Institute (ATI) testing policy schedule of dates TBA / will be provided at the start of each course as needed.

Student Representation

All students are encouraged to provide input on decisions including admission standards, curriculum, assessment and the teaching/learning process. Students are invited to become active in nursing student associations and organizations.

The following includes a sample of ways that students can become involved:

Participate in program completion and alumni surveys.

Provide honest and fair feedback to the faculty when asked to complete faculty and course evaluations at the end of a course (theory, lab, and clinical courses).

Volunteer for committee membership as available on the campus.

Provide input when peers are representing student/program issues at committee meetings.

Textbook and Study Materials

Prior to each nursing course, it is the student's responsibility to purchase all required textbooks: including study guides, workbooks and case studies. It is highly recommended that students retain all textbooks and study materials until program completion. Most of the materials are used in multiple classes throughout the nursing program.

The edition of the textbooks and study material on each cohort's textbook list will be utilized throughout the nursing program. Re-entry nursing students may be required to purchase current textbook editions consistent with the re-entry cohort.

Students with questions regarding affirmative action, equal opportunity, harassment or other Institute policies may refer to the current IOAH catalogs/handbook.





IOAH



APPENDIX D

established 2020

SCHOOL OF NURSING

POLICIES & PROCEDURES





Admissions Criteria for Students

Policy: Admission to the vocational nursing program is based on IOAH School of Nursing Admission criteria.

Completed applications must be received at least 90 days prior to the start of the program. Applicant's criteria to be eligible for the program:

Completed admissions forms for the School of Nursing

A copy of the High School Diploma or GED.

Successful completion of the pre-entrance examination: Test of Essential Academic Skills (TEAS).

The applicant must take the TEAS test at the IOAH School of Nursing or arrange for a recent official transfer of the score from Assessment Technologies Institute (ATI) to the program of application.

The TEAS provides mean to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months.

Applicants may retake the test if desired in an attempt to gain a higher core. This should be done in no less than 14 day between testing dates.

Acceptance is based on the overall ranking of the following items:

TEAS test scores

Pre-admission interview

Completed Application packet.

The following items must be submitted with the application (Any cost of these items is the student's sole responsibility):

Completed application submitted and postmarked at least 90 days prior to the start of classes. Incomplete applications will not be considered for admittance.

Successful background check- through an agency approved by the IOAH School of Nursing.

Copy of current CPR course completion certificate (American Heart Association for Healthcare Providers).

Pre-admission Physical form.

Immunizations Record, evidence of up-to-date immunization or evidence of Serologic immunity as required by clinical agencies signed by a licensed healthcare provider

Evidence of Health Insurance coverage.

Prior to applying to the nursing program, students must meet with the financial service representative at the campus to discuss program costs. This advising session will be documented in the student application packet.

Refer to Forms: Nursing Application and Financial Aid Advising Session





Background Check

Policy: IOAH School of Nursing (SON) requires a background check for each prospective nursing student who meets the criteria for entry into the nursing program. There may also be additional checks required by specific agencies, like in the Pediatric Clinical rotation.

(NOTE: Criminal background checks and fingerprints are performed on all applicants for licensure in Texas through the Department of Public Safety and the Federal Bureau of Investigation.)

Each nursing student is required to submit to a national background check which may include but is not limited to the following:

- social security number verification
- criminal search (seven years or up to five criminal searches)
- employment verification to include reason for separation and eligibility for reemployment for each employer.
- violent sexual offender and predator registry search
- HHS/OIG list of excluded individuals/entities
- GSA list of parties excluded from federal programs.
- United States Treasury Office of Foreign Assets Control (OFAC), list of specially designated nationals (SDN)
- applicable state exclusion list if one exists.

The SON will provide students with contact information for an approved agency to conduct the background check. The student is responsible for the cost of the background checks.

The initial background check must be completed no earlier than six (6) months prior to commencement of the clinical portion of the nursing program but with sufficient time for review the IOAH SON

The IOAH SON may deny admission and/or progression in the program to any student whose background may pose a threat to an individual, the school, the nursing profession, the community or is otherwise unacceptable to clinical agencies.

In addition, a student may be denied admission into the nursing program for any of the following reasons:

Arrest, charge or convictions or a criminal history that may limit employment possibilities in certain careers or prohibit licensure as a nurse.

Failure to disclose a criminal history.

Pursuant to the clinical experience agreement, IOAH SON policy or legal requirement.

Forms: *consent to Release of Background Information*



Clinical / Safe Practice Guidelines

Policy: Patients, students and faculty safety is a priority in the clinical learning environment.

Safe practice is defined as behavior that demonstrates the knowledge, skill, judgement and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon others (clients, families, coworkers, peers and faculty or self).

Faculty have the professional obligation to safeguard patient well-being and to protect student rights.

Faculty are expected to:

- specify expectations in measurable terms.
- assesses significant behaviors.
- give frequent constructive feedback.
- provide experience appropriate to student's level of education & knowledge base.
- Document students' experiences
- Identify all areas in which expectations are not being met.

Students are expected to:

- Assume responsibility for one's own actions.
- Prepare in advance for clinical experience.
- Report unsafe practice.
- Apply safety measures with nursing interventions.
- Function within guidelines and policies of the institution in which the student is practicing
- Maintain personal, physical, and emotional stability.
- Communicate appropriately, adequately, truthfully, verbally and in writing.
- Recognize one's own limitations and the need for appropriate supervision.
- Provide appropriate care for all individuals regardless of age, sex, race or diagnosis.
- Judiciously protect information of a confidential matter.

A student who exhibits unsafe behaviors will be removed from the clinical setting and fail the course. The student may also be dismissed from the program.

A student whose behavior is unsafe or likely to become unsafe will be given feedback via a clinical evaluation tool and/or a Clinical Remediation Plan (CRP). A CRP outlining the problem and steps to be taken to resolve the problem will be initiated. The plan may include clinical skills lab review, clinical practice &/or counseling. Students have the right to have input into the plan. The faculty or the student may also ask for input from a consulting faculty. Copies of warnings and contracts will be given to the nursing program director and the student's academic advisor.

The student has the right to appeal in accordance with the SON policy.

Guidelines for clinical evaluation will be presented in each course.

Forms: Clinical Remediation Plan (CRP)



Clinical Remediation Plan (CRP) Guidelines

Policy: The clinical remediation plan (CRP) is a written contract initiated and implemented by faculty and/or the nursing program director.

This contract is a means of communication to students who are at risk of failing a clinical course by not meeting established clinical standards at the expected level of the student's progression or violating established standards of practice for professional nursing

Purpose: The CRP communicates to the student verbally and in writing the following:

- area of serious concern
- a plan of action and
- a time frame in which the plan goals should be accomplished.
-

It serves as confirmation that the student has or has not overcome the deficiencies and met the clinical objectives in the specified time frame.

Implementation:

The CRP is utilized when the faculty and/or the nursing program director have significant concerns that the student does not demonstrate safe practice and/or professional conduct as defines in the IOAH School of Nursing (SON) student handbook. The written contract is intended to address student behavior(s) that indicate(s) "a pattern that is unsafe or likely to become unsafe". The written plan outlines the behavior and steps to be taken to resolve the concern(s). The plan becomes a part of the student's permanent record. The CRP may be implemented at any time before, during or after the student's current clinical assignment. It may include review of theory, clinical skills lab review, clinical practice and/or counseling. The plan may also include tutoring, mentoring or online virtual assignments.

Upon receiving the CRP, the student will be given the opportunity to provide verbal and written input into the plan. The meeting will include the student and faculty member and nursing program director, or another faculty member as needed. The nursing program director, faculty advisor and/or other IOAH representative(s) may be included in this initial meeting and subsequent meetings with the student.

Resolution:

As noted on the CRP, the student and faculty and nursing program director will meet for a follow-up conference. At that time, the faculty and/or nursing program director will identify if the student has overcome deficiencies and subsequently meets course objectives or has not overcome deficiencies and does not meet the objectives.

A student who does not overcome the deficiencies or meet the objectives will receive a failing grade for the specified clinical course. The policies and procedures presented in the IOAH catalog and the IOAH-SON student handbook communicate to the student program expectations, professional conduct, course failures, reentry and the appeal/grievance process. The student has the right to appeal/grieve in accordance with IOAH and SON policies.

Forms: Clinical Remediation Plan (CRP) Form and/or Grievance Form





Core Performance Standards (Functional Abilities)

Policy: IOAH School of Nursing strives to make its program accessible to all qualified individuals in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of The Americans with Disabilities Act of 1990 in order to create and maintain an environment in which students may achieve their fullest potential limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limits major life philosophy or equal access to educational opportunity and to assume broad responsibility for its implementation.

Disclosure of a disability is not required; but if disclosed it is the responsibility of the individual student to seek available assistance and make needs known to the program. The program student services office is the designated department within IOAH SON that maintains disability related documents, certifies eligibility for services and determines and provides reasonable accommodations for students with disabilities or special need for accommodations. The office is located at 7614 Louis Pasteur, suite 402, San Antonio, TX 78229.

All requests for accommodations, documentation, reports and inquiries should be forwarded to:

Ashia Asuncion

Administrative Assistant - Nursing Program

7614 Louis Pasteur Dr, Suite 402

San Antonio, TX 78229

Phone: 210-616-0880 x405

Forms: Core Performance Standards for Admission and Progression

(Located in the Nursing Application)

Grievance Policy and Procedure

The IOAH School of Nursing (SON) is committed to promptly addressing student concerns in accordance with its mission and core values.

If a student has a concern or complaint, the student should first seek resolution by communication directly to the person with whom the student has the grievance. If the students are unable to resolve the concern after communicating with the other person, the student may submit a completed Grievance Form to the nursing program director. The director will attempt to meet with the both the student and the other party within four (4) business days of receipt of the Grievance Form.

The program director will issue a decision within two (2) business days after meeting with both parties (individually or together).

The student(s) may appeal the decision of the program director to the school Director who will review the decision including all pertinent information and issue a decision to all parties within four (4) business days of the appeal.

If the student feels that the SON has not adequately addressed the student's concerns the student may contact the appropriate state agency listed in the school catalog.

Forms: Grievance Form





Grading Policy

Policy: Each Faculty member will communicate their course grading procedure in writing on the Course syllabus.

The cumulative grade point average (C-GPA) reflects all courses/grades to date. The following grade/percentage points are used by the School of Nursing:

A = 90-100%

B = 80-89%

C = 75-79%

F = 74 or below

There is no rounding of percentages when calculating grades or evaluations.

Grading Scale

A- Excellent, exemplary mastery of course materials and objectives, written work, discussions, and presentations display an excellent presentation of the cognitive levels of knowledge.

Comprehension, application, analysis, synthesis, and critical thinking skills. Writing is scholarly with accuracy, coherence, and citation.

B- Above Average with Good mastery of course materials and objectives with movement toward exemplary scholarship. Course work displays good presentation of the cognitive levels of knowledge, comprehension, application, analysis, synthesis, and critical thinking skills.

C- Average in mastery of course materials and objectives. Course work displays basic presentation of the cognitive level of knowledge, comprehension, application, analysis, synthesis, and critical thinking skills. Work demonstrates a need for increased thought and preparation.

F- Unacceptable performance. Work demonstrates a lack of understanding and or preparation for course materials. Clinical skills are not mastered. There is a lack of comprehension and application of theoretical knowledge.

P- Satisfactory. acceptable performance. (Clinical performance is safe and accurate) demonstrates application of the nursing process. Social, motor, and organizational skills and

Synthesis of learning expected at courses consistently demonstrate growth toward course and program objectives.

U - Unsatisfactory, unacceptable performance.

W - Withdrawn

WF- Withdrawn Failing





Health Insurance Portability and Accountability Act (HIPAA) Compliance

Policy: Faculty and students will comply with all HIPAA regulations in clinical and institutional areas.

Background: HIPAA is a federal law established in 1996 to ensure patient privacy through safeguarding data integrity, confidentiality, and security of protected health information (PHI).

Goals of HIPAA are to establish the right of individuals to maintain insurance coverage with employment changes, establish the Privacy Rules, and increase patients rights over their own medical records and PHI. The Privacy Rule provides national standards for privacy of individually identifiable health information. The transmission of PHI for any reason other than treatment, payment or operations requires the patient's authorization. This applies to medical records and health information of any format (oral, written, or electronic) created by and/or maintained by health care providers.

IOAH SON must meet HIPAA requirements in clinical and in institutional areas b) implementing, maintaining, and using appropriate administrative, technical, and physical safeguards to prevent the improper use or disclosure of PHI:

Students and faculty will comply with current HIPAA regulations to ensure the confidentiality of all health or health-related information.

HIPAA regulations will be followed in all areas that involve PHI.

All students will be familiar with HIPPA policies and procedures in each of their clinical settings.

Current guidelines will be available to students and faculty at all times in the nursing program office, as well as on the school website - alliedhealthedu.com.

If the student violates the Privacy Rule an entry will be noted in the student's record.

A second violation will result in failure of the clinical course and possibly dismissal from the program.

If a clinical facility prohibits a student from returning to a clinical experience due to a violation of the Privacy Rule, the student will be dismissed from the program.

For details regarding HIPPA compliance, please refer to <http://www.hhs.gov>

Forms: Acknowledgement of Policy Regarding Protected Health Information, Confidentiality and Security





Immunization Records and CPR Certification

Policy: Faculty and students will maintain current CPR training and up-to-date immunizations required by clinical affiliates.

All immunization and CPR (American Heart Association for Healthcare Providers) certification must remain current and up to date.

The student must provide a photocopy of current CPR certification card and immunization documentation to the nursing department, or the student will not be permitted to enter the clinical areas.

There are no exceptions, IOAH will provide a schedule of CPR classes available through the school on the website – www.alliedhealthedu.com

One month prior to the start of a new quarter, a statement is sent to students who have immunization or CPR certification that will be expiring during the upcoming quarter.

Forms: *Influenza Vaccination Form* and *Tuberculosis Screening Form*

Late Exam Policy

Policy: The School of nursing follows the guidelines outlined in the IOAH student handbook.

All requests for exam extensions must be approved by the course faculty and the program director prior to the scheduled exam date.





Preceptor Guidelines

Policy: IOAH defines preceptors as qualified individuals who work- one-to-one with students in the management or clinical areas to promote attainment of student learning outcomes.

Preceptors are licensed nurses who have and at least two years of professional nursing experience. Preceptors are not nursing program faculty and are not considered in determining faculty to student ratios.

Preceptors are utilized only in designated nursing courses and serve as role models and mentors.

Preceptors do not replace faculty but work closely with faculty in facilitating student success.

Nursing program faculty maintain the responsibility for final student evaluation and student grades.

Course faculty are responsible for developing guidelines specific to their course for preceptor use.

Course faculty responsibilities:

Assume responsibility.

Provide the preceptor with the course syllabus, course outcomes and specific directions on how to assist the students in meetings these objectives: provide preceptors with the appropriate evaluation tools.

Establish and maintain effective communication between preceptor and student.

Monitor student progress in achieving course objectives and provide ongoing feedback.

Meet with the preceptor and student to discuss the student's progress, share ideas and provide Suggestions on teaching and learning methods.

There will be at least one face-to-face meeting as well as contact via telephone and/or email as needed.

Maintain responsibility for the final evaluation and grade for the student.

Provide the student the opportunity to evaluate the experience and the preceptor(s).

Discuss with the student any information received from the student's evaluation of the experience.

Preceptor's responsibilities:

Complete a *Preceptor Letter Agreement*

Discuss learning needs and goals with faculty member and student related to course.

Orient student to practice setting including identification of faculty policies and procedure. Provide ongoing supervision and direction of student using the guidelines provided as per the course faculty instructor; be consistent with the learning objective.

Assist the student in professional development with opportunities to explore the nursing role. Demonstrate ways in which the professional nurse interacts collaboratively with other health care providers.

Provide ongoing feedback to faculty and student regarding performance and expectations. Contact course faculty with the formal evaluation of the student's progress at the end of the clinical experience timeframe





Student responsibilities:

Adhere to all clinical facility policies and procedures.

Adhere to all IOAH SON policies and procedures identified in the school catalogs and the student handbook. Failure to exhibit integrity, ethical conduct or compliance with professional standards may warrant dismissal from the program.

Comply with health and other professional requirements of the clinical facility prior to the start of the clinical experience.

Maintain professional appearance and behavior.

Attend all agreed upon scheduled clinical experiences. Notify preceptors and faculty if unable to attend a scheduled session. Comply with IOAH and SON policies on attendance.

Communicate courteously and effectively with preceptor and course faculty.

Seek feedback regarding completion of objectives.

Faculty responsibilities for utilization of preceptors in their course:

Faculty will discuss with agency personnel the coordination of clinical and identification of preceptors.

Each preceptor will be provided with a copy of the course objectives and syllabus and information on how to best assist students in fulfilling the course objectives.

Faculty will meet with students and preceptors to discuss student progress. Ensure communication between the program and facility and exchange ideas/suggestions to meet course outcomes.

Faculty will maintain a written record of the scheduled specific dates/time student and preceptor will be working together.

Faculty will provide the final student evaluation and assignment of grade.

Faculty are responsible for ensuring a clinical contract in effect between IOAH and the facility.

Faculty will assure preceptor has signed a Preceptor Letter of Agreement

Faculty are responsible for ensuring all student files are up to date (i.e., confidentiality statements, immunizations etc.)

Faculty are responsible for ensuring that preceptors and students complete the appropriate evaluations.

Forms: *Preceptor Letter of Agreement and Preceptor Data Form*





Re-Entry Policy

Policy: All nursing courses are sequential, and the successful completion of each course is a prerequisite for the next level or successive course.

Any student who has interrupted progression for one quarter or more in the nursing program and is not on approved leave of absence (LOA) will need to apply for re-entry to the program.

Students may apply for re-entry once and re-entry is not automatic or guaranteed:

Re-retry applications are reviewed on an individual basis, and the campus nursing faculty reserve the right to deny re-entry.

Re-entry will be allowed on a space available basis only as determined by the program nursing faculty and program director.

The program nursing faculty and program director may specify criteria necessary for re-entry.

Process for re-entry to the nursing program: For a student to be considered for re-entry to the nursing program, a plan for re-entry must be completed with the Exit Interview Form (see Exit from the Nursing Program).

The student will be sent a letter and a Re-Entry Form.

The student will be called to set up a re-entry meeting with the nursing program director, faculty or school representative: and a re-entry contract will be initiated.

The student will return to an appropriate educational pool of candidates upon pending decision of the program director.

Forms: Re-Entry Form





Student/Graduate Reference Policy

Policy: Faculty and staff are often asked to provide references for students and graduates.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the education records of student including information that may be disclosed in a reference, whether written or verbal.

To comply with FERPA requirements, faculty and staff may not disclose information from a student education record without first obtaining the student's written consent to such disclosure.

References may only be provided by using the Student/Graduate Reference Request and Student/Graduate Reference Forms adopted by the School of Nursing.

Procedure:

The student or graduate submits the Student/Graduate Reference Request to the nursing program administrative assistant.

The administrative assistant completes the Student/Graduate Reference Form using the student or Graduate's clinical rubric and comments from his/her most recent clinical rotation.

The nursing program director signs the complete form after verifying, its accuracy).

A copy of the signed form is placed in the student or graduate's file.

The administrative assistant mails the completed form directly to the parties listed in the Student/Graduate Reference Request. Forms: Student/Graduate Reference Request and Student /Graduate Reference

Clinical Learning Experiences

In addition to the SON clinical guidelines and policies students at IOAH SON will confirm with the course faculty and/or the Program Director that full executed affiliation agreements between the program and the clinical agency are in place before clinical learning experiences begin.

Holidays

Holidays observances and make-up days for holidays are published on the Academic Calendar in the catalog and online at www.alliedhealthedu.com - Click on the Orbund Portal.

Student Dismissal from the Program

Failure to comply with IOAH SON program policies and guidelines or engaging in unprofessional conduct as defined by BON Rule §217.12 (www.bon.state.tx.us) may result in dismissal from the nursing program.

Examples of noncompliance include but are not limited to:

- Academic Dishonesty
- Unethical Conduct
- Failure to Progress Academically
- Excessive or unexcused clinical absences
- A breach of patient confidentiality
- A positive drug screening test
- Unsafe practice

Inability to satisfactorily demonstrate the *Differential Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgement and Behaviors: Professional (VN)*.





Licensure Eligibility

Students will be provided verbal and written information (attached) regarding conditions that may disqualify graduates from licensure and of their rights to petition the Board for a Declaratory Order of Eligibility. Required eligibility information includes: (Texas Nurse Practice Act)

Sec. 301.252. License Application.

Each applicant for a registered nurse license or a vocational nurse license must submit to The Board of Nursing a sworn application that demonstrates the applicant's qualifications under this chapter accompanied by evidence that the applicant:

- (1) has good professional character:
- (2) has successfully completed a program of professional or vocational nursing education approved under Section 301.157(d): and
- (3) has passed the jurisprudence examination approved by the Board as provided by Subsection (a-1).

(a-1) The jurisprudence examination shall be conducted on the licensing requirements under this chapter and board rules and other laws, rules, or regulations applicable to the nursing profession in this state. The board shall adopt rules for the jurisprudence examination under Subsection (a)(3) regarding:

- (1) the development or the examination:
- (2) applicable fees
- (3) administration of the examination
- (4) reexamination procedures
- (5) grading procedures and
- (6) notice of results.

The board may waive the requirement of Subsection (a)(2) for a vocational nurse applicant if the applicant provides satisfactory evidence that the applicant has completed an acceptable level of education in:

- (1) a professional nursing school approved under Section 301.157(d): or
- (2) a school of professional nurse education located in another state or a foreign country.

The board by rule shall determine acceptable levels of education under subsection (b).

[Amended by Acts 2007 (H.B. 2426). 80TH Leg. eff. Sept 1, 2007. The requirement to pass a jurisprudence examination, as amended by this Act, applies only to an individual who applies for a license as a nurse on or after September 1, 2008.]





Sec. 301.253. Examination.

Except as provided by Section 301.452. an applicant is entitled to take the examination prescribed by the Board if:

- (1) the Board determines that the applicant meets the qualifications required by Section 301.252: and
- (2) the applicant pays the fees required by the Board.

Each examination administered under this section must be prepared by a national testing service or the board. The board shall ensure that the examination is administered in various cities throughout the state.

The examination shall be designed to determine the fitness or the applicant to practice professional nursing or vocational nursing.

(c-1) The board shall:

- (1) adopt policies and guidelines detailing the procedures for the testing process, including test admission, test administration, and national examination requirements, and
- (2) post on the board's Internet Website the policies that reference the testing procedures by the national organization selected by the board to administer an examination.

The Board shall determine the criteria that determine a passing score on the examination. The criteria may not exceed those required by most of the states.

A written examination prepared, approved or offered by the Board, including a standardized national examination, must be validated by an independent testing professional.

- (I) The board shall develop a written refund policy regarding examination fees that:
- (1) defines the reasonable notification period and the emergencies that would qualify for a refund: and
 - (2) does not conflict with any examination fee or refund policy of the testing service involved in administering the examination.

The board may recommend to a national testing service selected b) the board to offer examinations under this section the board's written policy for refunding an examination fee for an applicant who:

- (1) provides advance notice of the applicant's inability to take the examination: or
- (2) is unable to take the examination because of an emergency





Sec. 301.254. Examination Results.

The Board shall notify each examinee of the results of the examination not later than the 30th day after the date the examination is administered. If an examination is graded or reviewed by a national testing service, the Board shall notify each examinee of the results of the examination not later than the 14th day after the date the Board receives the results from the testing service.

If the notice or the examination results graded or reviewed by a national testing service will be delayed for longer than 90 days after the examination date the Board shall notify each examinee of the reason for the delay before the 90th day.

If requested in writing by a person who fails an examination the Board shall provide to the person an analysis or the person's performance on the examination.

Sec. 301.255. Re-examination.

The Board by rule shall establish conditions under which an applicant who fails an examination may retake the examination for an applicant who fails the examination two or more times, the Board may:

- (1) require the applicant to fulfill additional educational requirements, or
- (2) deny the applicant the opportunity to retake the examination.

Sec. 301.256. Issuance of License.

If the results of an examination taken under Section 301.253 or 301.255 satisfy the criteria established by the Board under that section, the Board shall issue to the applicant a license to practice professional nursing or vocational nursing in this state. The license must be signed by the Board's Presiding Officer and the Executive Director and attested by the Board's Seal.

Sec. 301.257. Declaratory Order of License Eligibility.

A person may petition the board for a declaratory order as to the person's eligibility for a license under this chapter if the person has reason to believe that the person is ineligible for the license and:

- (1) is enrolled or planning to enroll in an educational program that prepares a person for an initial license as a registered nurse or vocational nurse, or
- (2) is an applicant for a license.

The petition must state the basis for the person's potential ineligibility.

The Board has the same powers to investigate the petition and the person's eligibility that it has to investigate a person applying for a license.





The petitioner or the Board may amend the petition to include additional grounds for potential ineligibility at any time before a final determination is made.

If the Board determines that a ground for ineligibility does not exist, instead of issuing an order, the Board shall notify the petitioner in writing of the Board's determination on each ground of potential ineligibility. If the Board proposes to find that the petitioner is ineligible for a license, the petitioner is entitled to a hearing before the State Office of Administrative Hearings.

The Board's order must set out each basis for potential ineligibility and the Board's determination as to eligibility. In the absence of new evidence known to but not disclosed by the petitioner or not reasonably available to the Board at the time the order is issued, the Board's ruling on the petition determines the person's eligibility with respect to the grounds for potential ineligibility set out in the written notice or order.

The Board may require an individual accepted for enrollment or enrolled in an educational program preparing a student for initial licensure as a registered nurse or vocational nurse to submit information to the Board to permit the Board to determine whether the person is aware of the conditions that may disqualify the person from licensure as a registered nurse or vocational nurse on graduation and of the person's right to petition the Board for a declaratory order under this section. Instead of requiring the person to submit the information, the Board may require the educational program to collect and submit the information on each person accepted for enrollment or enrolled in the program.

The information required under Subsection (g) must be submitted in a form approved by the Board.

If, as a result of information provided under Subsection (g), the Board determines that a person may not be eligible for a license on graduation. The Board shall notify the educational program of its determination.

Sec. 301 A52. Grounds for Disciplinary Action.

In this section, "intemperate use" includes practicing nursing or being on duty or on call while under the influence of alcohol or drugs.

A person is subject to denial or a license or to disciplinary action under this subchapter for:

- (1) a violation on this chapter a rule (1) or regulation not inconsistent with this chapter or an order issued with this chapter
- (2) fraud or deceit in procuring or attempting to procure a license to practice professional nursing or vocational nursing.
- (3) a conviction for or placement on deferred adjudication community supervision or deferred disposition for a felony or for a misdemeanor involving moral turpitude:
- (4) conduct which results in the revocation or probation imposed because of conviction for a felony or for a misdemeanor involving moral turpitude:
- (5) use of a nursing license, diploma or permit or the transcript of such a document, that has been fraudulently purchased, issued, counterfeited, or materially altered:





- (6) impersonating or acting as a proxy for another person in the licensing examination required under Section 301.253 or 301.255
- (7) directly or indirectly aiding or abetting an unlicensed person in connection with the unauthorized practice of nursing
- (8) revocation, suspension, or denial of or any other action relating to the person's license or privilege to practice nursing in another jurisdiction.

- (9) intemperate use of alcohol or drugs that the Board determines endangers or could endanger a patient
- (10) unprofessional or dishonorable conduct that in the board's opinion is likely to deceive, defraud, or injure a patient or the public.
- (11) adjudication of mental incompetency
- (12) lack of fitness to practice because of a mental or physical health condition that could result in injury to a patient or the public or
- (13) failure to care adequately for a patient or to conform to the minimum standards or acceptable nursing practice in a manner that in the Board's opinion, exposes a patient or other person unnecessarily to risk of harm.

The Board may refuse to admit a person to a licensing examination for n ground described under Subsection (b).

The Board by rule shall establish guidelines to ensure that any arrest information in particular information on arrests in which criminal action was not proven or charges were not filed or adjudicated, that is received by the board under this section is used consistently, fairly and only to the extent the underlying conduct relates to the practice of nursing.

Sec. 301.4521. Physical and Psychological Evaluation.

In this section:

- (1) "Applicant" means:
a petitioner for a declaratory order of eligibility for a license: or
an applicant for an initial license or renewal of a license.
- (2) "Evaluation" means a physical or psychological evaluation conducted to determine a person's fitness to practice nursing.

The board may require a nurse or applicant to submit to an evaluation only if the board has probable cause to believe that the nurse or applicant is unable to practice nursing with reasonable skill and safety to patients because of:

- (1) physical impairment: (2) mental impairment or
- (3) chemical dependency or abuse of drugs or alcohol





A demand for an evaluation under subsection (b) must be in writing and state:

- (1) the reasons probable cause exists to require the evaluation and
- (2) that refusal b) the nurse or applicant to submit to the evaluation will result in an administrative hearing to be held to make a final determination of whether probable cause for the evaluation exists.

(ci) If the nurse or applicant refuses to submit to the evaluation the board shall schedule a hearing on the issue of probable cause to be conducted by the State Office of Administrative Hearings.

The nurse or applicant must be notified of the hearing by personal service or certified mail. The hearing is limited to the issue of whether the board had probable cause to require an evaluation. The nurse or applicant may present testimony and other evidence at the hearing to show why the nurse or applicant should not be required to submit to the evaluation. The board has the burden of proving that probable cause exists.

At the conclusion of the hearing, the hearing officer shall enter an order requiring the nurse or applicant to submit to the evaluation or an order rescinding the board's demand for an evaluation. The order may not be vacated or modified under Section 2001.058, Government Code.

(cii) If a nurse or applicant refuses to submit to an evaluation after an order requiring the evaluation is entered under Subsection (d), the board may:

- (1) refuse to issue or renew a license
- (2) suspend a license or
- (3) issue an order limiting the license

The board may request a nurse or applicant to consent to an evaluation by a practitioner approved by the board for a reason other than a reason listed in Subsection (b). A request for an evaluation under this subsection must be in writing and state:

- (1) the reasons for the request
- (2) the type or valuation requested
- (3) how the board may use the evaluation
- (4) that the nurse or applicant may refuse to submit to an evaluation and
- (5) the procedures for submitting an evaluation as evidence in any hearing regarding the issuance or renewal or the nurse's or applicant's license.

If a nurse or applicant refuses to consent to an evaluation under Subsection (1), the nurse or applicant may not introduce an evaluation into evidence at a hearing to determine the nurse's or applicant's right to be issued or retain a nursing license unless the nurse or applicant:

- (1) not later than the 30th day before the date of the hearing notifies the board that an evaluation will be introduced into evidence at the hearing.
 - (2) provides the board the results of that evaluation
 - (3) informs the board of any other evaluations by and other practitioners
- and





(4) consents to an evaluation by a practitioner that meets board standards established under subsection (h).

The board shall establish qualifications for a licensed practitioner to conduct an evaluation under this section. The board shall maintain a list of qualified practitioners. The board may solicit qualified practitioners located throughout the state to be on the list.

A nurse or applicant shall pay the costs for an evaluation conducted under this section. The results of an evaluation under this section are:

(1) confidential and not subject to disclosure under Chapter 552.

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(2) not subject to disclosure by discovered subpoena, or other means or legal compulsion for release to anyone except that the results may be:
introduced as evidence in a proceeding before the board or a hearing conducted
by the State Office of Administrative Hearings under this chapter or (B) included in the findings on fact and conclusions or law in a final board order and
disclosed to a peer assistance program approved by The Board under Chapter
467. Health and Safety Code and to which the board has referred the nurse.

If the board determines there is insufficient evidence to bring action against a person based on the results of any evaluation under this section, the evaluation must be expunged from the board's records.

The board shall adopt guidelines for requiring or requesting a nurse or applicant to submit to an evaluation under this section.

The authority granted to the board under this section is in addition to the board's authority to make licensing decisions under this chapter.

Added by Acts .2009 (H.B. 3961). 81st Leg., eff. June 19, 2009. Subsection (j) amended by Acts 2011 (S.B. 193). 82nd Leg.ctr Sept.1, 2011]

Sec. 301 A53. Disciplinary Authority of Board; Methods of Discipline.

If the Board determines that a person has committed an act listed in Section 301.452(b). The Board shall enter an order imposing one or more of the following:

- (1) denial of the person's application for a license renewal or temporary permit
- (2) issuance of a written warning
- (3) administration of a public reprimand
- (4) limitation or restriction of the person's license including:





- (1) denial of the person's application for a license renewal or temporary permit
- (2) issuance of a written warning
- (3) administration of a public reprimand
- (4) limitation or restriction of the person's license including:
 - limiting to or excluding from the person's practice one or more specified activities of nursing:
or
 - stipulating periodic board review
- (5) suspension of the person's license
- (6) revocation of the person's license or
- (7) assessment of a line

In addition to or instead of an action under Subsection (a), the Board, by order, may require the person to:

- (1) submit to care counseling or treatment by a health provider designated by the Board as a condition for the issuance or renewal of a license.
- (2) participate in a program or education or counseling prescribed by the Board, including a program of remedial education:
- (3) practice for a specified period under the direction of a registered nurse or vocational nurse designated by the Board or
- (4) perform public service the Board considers appropriate.

The Board may probate any penalty imposed on a nurse and may accept the voluntary surrender of a license. The Board may not reinstate a surrendered license unless it determines that the person is competent to resume practice. If the Board suspends, revokes or accepts surrender of a license, the Board may impose conditions for reinstatement that the person must satisfy before the Board may issue an unrestricted license.

Sec. 301AS35. Required Suspension, Revocation, or Refusal of License for Certain Offenses.

The board shall suspend a nurse's license or refuse to issue a license to an applicant on proof that the nurse or applicant has been initially convicted of:

- (1) murder under Section 19.02, Penal Code, capital murder under Section on 19.03, Penal Code, or manslaughter under Section 19.04, Penal Code:
- (2) kidnapping or unlawful restraint under Chapter 20, Penal Code, and the offense was punished as a felony or state jail felony:
- (3) sexual assault under Section 22.011, Penal Code:
- (4) aggravated sexual assault under Section 22.021, Penal Code:
- (5) continuous sexual abuse of young child or children under Section 21.02, Penal Code, or indecency with a child under Section 21.11, Penal Code;





- (6) aggravated assault under section 22.02. Penal Code
 - (7) intentionally, knowingly or recklessly injuring a child, elderly individual or disabled individual under Section 22.04. Penal Code
 - (8) intentionally, knowingly, or recklessly abandoning or endangering a child under Section 22.0-H. Penal Code;
 - (9) aiding suicide under section 22.08, Penal Code. and the offense was punished as a state jail felony
 - (10) an offense under Section 25.07. Penal Code. punished as a felony
 - (11) an offense under Section 25.071. Penal Code. punished as a felony
 - (12) an agreement to abduct a child from custody under Section 25.031, Penal Code:
 - (13) the sale or purchase of a child under Section 25.08. Penal Code:
 - (14) robbery under Section 29.02. Penal Code:
 - (15) aggravated robbery under Section 29.03. Penal Code:
 - (16) an offense for which a defendant is required to register as a sex offender under Chapter 62. Code of Criminal Procedure or
 - (17) an offense under the law of another state, federal law or the Uniform Code of Military Justice that contains elements that are substantially like the elements of an offense listed in this subsection.
- (a-1) An applicant or nurse who is refused an initial license or renewal of a license or whose license is suspended under Subsection (a) is not eligible for a probational, stipulated or otherwise encumbered license unless the board establishes by rule criteria that could permit the issuance or renewal of the license.

On final conviction or a plea of guilty or nolo contendere for an offense listed in subsection (a). the board, as appropriate, may not issue a license to an applicant, shall refuse to renew a license, or shall revoke a license.

A person is not eligible for an initial license or for reinstatement or endorsement of a license to practice nursing in this state before the fifth anniversary or the date the person successfully completed and was dismissed from community supervision or parole for an offense described by Subsection (a).

[NOTE: Section 30 I .4535. Occupations Code. applies only to a person who is initially convicted of an offense or placed on deferred adjudication after a plea of guilt or nolo contendere for an offense on or after September 1, 2005. A person initially convicted of an offense or placed on deferred adjudication before that date is governed by the law in effect on the date the conviction or plea occurred, and the former law is continued in effect for that purpose. Amended by Acts 2009 (H.B. 3961). 81st Leg. eff. June 19. 2009).

cc. 301.454. Notice and Hearing.

Except in the case of a temporary suspension authorized under Section 301.455 or an action taken in accordance with an agreement between the Board and a license holder, the Board may not initiate a disciplinary action relating to a license unless:

- (1) the Board has served notice to the license holder of the facts or conduct





alleged to warrant the intended action and

(2) the license holder has been given an opportunity in writing or through an informal meeting. To show compliance with all requirements of law for the retention or the license.

If an informal meeting is held a board member, staff member or board representative who attends the meeting is considered to have participated in the hearing or the case for the purposes or ex-parte communications under Section 2001.061, Government Code.

A person is entitled to a hearing conducted by the State Office of Administrative Hearings if the Board proposes to:

- (1) reissue to admit the person to examination:
- (2) refuse to issue a license or temporary permit:
- (3) refuse to renew a license: or
- (4) suspend or revoke the person's license or permit.

The State Office or Administrative Hearings shall use the schedule of sanctions adopted by the Board for any sanction imposed as the result or a hearing conducted by that office.

Notwithstanding Subsection (a) a person is not entitled to a hearing on a refusal to renew a license if the person:

- (1) Fails to submit a renewal application: or
- (2) submits an application that:
is incomplete:
shows on its face that the person does not meet the renewal requirements; or
is not accompanied by the correct fee.

Sec. 301A55. Temporary License Suspension or Restriction.

The license of a nurse shall be temporarily suspended or restricted on a determination by a majority of the Board, or a three-member committee of board member designated by the Board that, from the evidence or information presented. the continued practice of the nurse would constitute a continuing and imminent threat to the public welfare.

A license may be suspended or restricted under this section without notice or hearing on the complaint if:

- (1) institution or proceedings for a hearing before the State Office of Administrative Hearings is initiated simultaneously with the temporary suspension or determination to restrict and
- (2) a hearing is held as soon as possible under this chapter and Chapter 200 l. Government Code.





The state Office of Administrative Hearings shall hold a preliminary hearing not later than the 17th day after the date of the temporary suspension or restriction to determine whether probable cause exists that a continuing and imminent threat to the public welfare exists. The probable cause hearing shall be conducted as a de novo hearing.

A final hearing on the matter shall be held not later than the 61st day after the date of the temporary suspension or restriction. [Subsection (c) amended by Acts 2011 (S . B . 1 9 3), 82nd Leg., eff. S e p t . 1 , 2011]

Sec. 301.4551. Temporary License Suspension for Drug or Alcohol Use.

The board shall temporarily suspend the license of a nurse as provided by Section 301.455 if the nurse is under a board order prohibiting the use of alcohol or a drug or requiring the nurse to participate in a peer assistance program. and the nurse:

- (1) tests positive for alcohol or a prohibited drug
- (2) refuses to comply with a board order to submit to a drug or alcohol test or
- (3) fails to participate in the peer assistance program and the program issues a letter of dismissal and referral to the board for noncompliance.

For the purposes of Section 301A55(c), proof of the elements required for the board to suspend a license under this section is proof that probable cause of a continuing and imminent threat to the public welfare exists.

[Added by Acts 2009 (H.B. 3961). 81st Leg., eff. June 19, 2009. Amended by Acts 2011 (S.B. 193). 82nd., Leg., eff. Sept. 1, 2011.]

Sec. 301A56. Evidence.

A certified copy of the order of the denial suspension, or revocation or other action under Section 301.452(b)(8) is conclusive evidence of that action.

Sec. 301A57. Complaint and Investigation.

The Board or any person may initiate a proceeding under this subchapter by talking with the Board a complaint against a nurse. The complaint must be in writing and signed by the complainant.

Except as otherwise provided by this section the Board or a person authorized by the board shall conduct each investigation. Each complaint against a nurse that requires a determination of nursing competency shall be reviewed by a board member consultant or employee with a nursing background the Board considers sufficient.

On the filing of a complaint, the board:

- (1) may conduct a preliminary investigation into the identity of the nurse named or described in the complaint
- (2) shall make a timely and appropriate preliminary investigation of the complaint and





(3) may issue a warning or reprimand to the nurse.

After any preliminary investigation to determine the identity or the subject of the complaint, unless it would jeopardize an investigation the Board shall notify the nurse that a complaint has been filed and the nature of the complaint. If the investigation reveals probable cause to take further disciplinary action the Board shall either attempt an informal disposition of the complaint or file a formal charge against the nurse stating the provision of this chapter or board rule that is alleged to have been violated and a brief description of each act or omission that constitutes the violation.

The Board shall investigate of the complaint to determine:

- (1) whether the nurse's continued practice of nursing poses a risk of harm to clients or other persons: and
- (2) whether probable cause exists that a nurse committed an act listed in Section 301.45:(b) or that violates other law.

In deciding under Subsection (e) the board shall review the evidence to determine the extent to which a deficiency in care by the nurse was the result of deficiencies in the nurse's judgment, knowledge, training, or skill rather than other factors beyond the nurse's control. A determination that a deficiency in care is attributable to a nurse must be based on the extent to which the registered nurse's conduct was the result of a deficiency in the nurse's judgment, knowledge, training, or skill.

If the board determines after investigating a complaint under Subsection (e) that there is reason to believe that a nurse's deficiency in care was the result of a factor beyond the nurse's control the board shall report that determination to the patient safety committee at the facility where the nurse's deficiency in care occurred, or if the facility does not have a patient safety committee to the chief nursing officer.

301.458. Initiation of Formal Charges; Discover):

Unless there is an agreed disposition of the complaint under Section 301.463. and if probable cause is found under Section 301.457(e)(2), the Board or the Board's Authorized Representative shall initiate proceedings b) 11ling fom1al charges against the nurse.

(b) A formal charge must:

- (1) be written:
- (2) be specific enough to enable a person of common understanding to know what is meant by the formal charge and
- (3) contain a degree of certainty that gives the person who is the subject, or the formal charge notice of each particular act alleged to violate a specific statute, board rule or board order.

A copy of the formal charge shall be served on the nurse or the nurse's counsel of record.

The Board shall adopt reasonable rules to promote discovery by each part to a contested case.





cc. 301.-459. Formal Hearing.

The Board by rule shall adopt procedures under Chapter 200 1, Government Code governing formal disposition or a contested case The State Office or Administrative Hearings shall conduct a formal hearing.

In any hearing under this section. a nurse is entitled to appear in person or by counsel.

Sec. 301.460. Access to Information.

Except for good cause shown for delay and subject to any other privilege or restriction set forth by Statute, rule or legal precedent, the Board shall not later than the 30th day after the date the board receives a written request from a license holder who is the subject of a formal charge filed under Section 301.458 or from the license holder's counsel or record provide the license holder with access to:

- (1) all known exculpatory information in the Board's possession: and
- (2) information in the Board's possession that the board intends to offer into evidence in presenting its case in chief at the contested hearing on the complaint.

The Board is not required to provide:

- (1) Board investigative reports or investigative memoranda
- (2) the identity or non-testifying complainants
- (3) attorney-client communications
- (4) attorney work product: or
- (5) other materials covered by a privilege as recognized by the Texas Rules of Civil Procedure or the Texas Rules of Evidence.

The provision or information under Subsection (a) does not constitute a waiver of privilege or confidentiality under this chapter or other applicable law.

Sec. 301A6 1. Assessment of Costs.

The Board may assess a person who is found to have violated this chapter the administrative costs of conducting a hearing to determine the violation.

Sec. 301A62. Voluntary Surrender of License.

The Board may revoke a nurse's license without formal charges. notice. or opportunity of hearing if the nurse voluntarily surrenders the nurse's license to the Board and executes a sworn.





Sec. 301.463. Agreed Disposition.

Unless precluded by this chapter or other law, the Board may dispose of a complaint by:

- (1) stipulation
- (2) agreed settlement
- (3) agreed order; or
- (4) dismissal

An agreed disposition of a complaint is considered to be a disciplinary order for purposes of reporting under this chapter and an administrative hearing and proceeding by a state or federal regulatory agency regarding the practice of nursing

An agreed order is a public record.

In civil or criminal litigation an agreed disposition is a settlement agreement under Rule 408. Texas Rules of Evidence.

Sec. 301.464. Informal Proceedings.

The Board by rule shall adopt procedures governing:

- (1) informal disposition of a contested case under Section 2001.056. Government Code; and
- (2) an informal proceeding held in compliance with Section 2001.05 , Government Code.

Rules adopted under this section must:

- (1) provide the complainant and the license holder an opportunity to be heard and
- (2) require the presence or a representative of the Board's legal staff or of the attorney General to advise the Board or the Board's employees.

Each person shall respond promptly and fully to a request for information by the board or to a subpoena issued by the Board. A request or subpoena may not be refused, denied or Resisted unless the request or subpoena calls for information within the attorney-client privilege. No other privilege applies to a board proceeding.

The Board may pay a reasonable fee for photocopies subpoenaed at the Board's request. The amount paid may not exceed the amount the Board charges for copies of its records.

The Board shall protect, to the extent possible, the identity of each patient named in information received by the Board.





Sec. 301.A66. Confidentiality.

A complaint and investigation concerning a nurse under this subchapter and all information and material compiled by the board in connection with the complaint and investigation are:

- (1) confidential and not subject to disclosure under Chapter 552, Government Code, and
- (2) not subject to disclosure, discovery, subpoena, or other means of legal compulsion for release to anyone other than the Board or a board employee or agent involved in license holder discipline.

Notwithstanding Subsection (a), information regarding a complaint and an investigation may be disclosed to:

- (1) a person involved with the Board in a disciplinary action against the nurse
- (2) a nursing licensing or disciplinary board in another jurisdiction
- (3) a peer assistance program approved by the Board under Chapter 467, health and safety Code
- (4) a law enforcement agency or
- (5) a person engaged in bona fide research if all information identifying a specific individual has been deleted.

The filing of formal charges against a nurse by the Board, The nature of those charges, disciplinary proceedings of the board, and final disciplinary actions, including warnings and reprimands by the Board are not confidential and are subject to disclosure in accordance with Chapter 552, Government Code.

Sec. 301A67. Reinstatement.

On application the Board may reinstate a license to practice nursing to a person whose license has been revoked, suspended, or surrendered.

An application to reinstate a revoked license:

- (1) may not be made before the first anniversary of the date of the revocation and
- (2) must be made in the manner and form the Board requires.

If the Board denies an application for reinstatement, it may set a reasonable waiting period before the applicant may reapply for reinstatement.

Sec. 301.468. Probation.

The Board may determine that an order denying a license application or suspending a license be probated. A person subject to a probation order shall conform to each condition the Board sets as the terms of probation including a condition:

- (1) limiting the practice of the person to or excluding one or more specified activities or professional nursing or vocational nursing
- (2) requiring the person to submit to supervision, care, counseling or treatment by a practitioner designated by the Board or
- (3) requiring the person to submit to random drug or alcohol tests in the manner prescribed by the board

At the time the probation is granted, the Board shall establish the term of the probationary period.





At any time, while the person remains subject to the probation order, the Board may hold a hearing and rescind the probation and enforce the Board's original action in denying or suspending the license. The hearing shall be called by the presiding officer of the Board, who shall issue a notice to be served on the person or the person's counsel not later than the 20th day before the date scheduled for the hearing that:

- (1) sets the time and place for the hearing; and
- (2) contains the charges or complaints against the probationer.

Notice under subsection (c) is sufficient if sent by registered or certified mail to the affected person at the person's most recent address as shown in the Board's records.

A hearing under this section is limited to a determination of whether the person violated the terms of the probation order under Subsection (a) and whether the board should:

- (1) continue, rescind or modify the terms of probation, including imposing an administrative penalty or
- (2) enter an order denying, suspending or revoking the person's license.

If one or the conditions or probation is the prohibition or using alcohol or a drug or participation in a peer assistance program, violation or that condition is established by:

- (1) a positive drug or alcohol test result;
- (2) refusal to submit to a drug or alcohol test as required by the board or
- (3) a letter of noncompliance from the peer assistance program. [Amended by Acts 2009 (11.8.3961). 81st Leg.. eff. June 19. 2009]

213.17. Good Professional Character.

Every individual who seeks to practice nursing in Texas must have good professional character. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas.

The Board defines good professional character as 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/her conduct to the requirements of the nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice. An individual must maintain good professional character to ensure that he/she is able to consistently act in the best interest of patients/clients and the public. In all cases it is the individual's burden to provide evidence of good professional character in order to obtain or retain licensure.

When evaluating whether an individual has demonstrated good professional character in an eligibility or disciplinary matter, the Executive Director, the Board and the state office of Administrative Hearings (IOAH) shall consider the following factors:

- the individual's age, education, experience and behavioral history
- whether the individual can distinguish right from wrong
- whether the individual can think and act rationally
- whether the individual can keep promises and honor obligations
- whether the individual is accountable for his/her own behavior and/or accepts responsibility for his/her actions
- whether the individual can practice nursing in an autonomous role with patients/clients, their families, significant others, healthcare professionals and members of the public who are or who may become physically, emotionally or financially vulnerable.
- whether the individual can recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting.





whether the individual is able to make appropriate judgments and decisions that could affect patients/clients and/or the public

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

whether the individual 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 and/or could protect patients/clients or the public from an unnecessary risk of harm, and any other behaviors bearing on the individual's honesty, accountability, trustworthiness, reliability, or integrity.

The following eligibility and disciplinary sanction policies, as applicable, and §213.28(d) of this chapter (relating to Licensure of Individuals with Criminal History) shall be used by the Executive Director, Board and IOAH in conjunction with this section when evaluating good professional character in eligibility and disciplinary matters as applicable

Sanctions for Behavior Involving Fraud, Theft, and Deception, approved by the Board and published on August 28, 2015, in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>:

Sanctions for Behavior Involving Lying and Falsification, approved by the Board and published on August 28, 2015, in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>:

Sanctions for Sexual Misconduct approved by the Board and published on February 22, 2008, in the Texas Register (33 Tex Reg 1649) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>, and

Sanctions for Substance Use Disorders and Other Alcohol and Drug Related Conduct approved by the Board and published on August 28, 2015, in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>. (e) Actions from Other Jurisdictions

A certified copy of an order of adverse action or a judgment from another jurisdiction relating to an individual's license or privilege to practice nursing in that jurisdiction is prima facie evidence of the matter contained in such order or judgment and is conclusive evidence that the disciplined individual committed the misconduct set forth in the order or judgment.

Any individual who seeks to obtain or retain a license or privilege to practice nursing in Texas during the period of discipline imposed by a disciplining jurisdiction, or in the case of revocation or surrender, prior to licensure reinstatement in the disciplining jurisdiction, must provide sufficient evidence that he/she has good professional character.

An individual who seeks to obtain or retain a license or privilege to practice nursing in Texas following the completion of the disciplinary period assessed by a disciplining jurisdiction, or in the case of revocation or surrender after the reinstatement of licensure in the disciplining jurisdiction, must provide sufficient evidence that he/she has good professional character. The provisions of this §213.27 adopted to be effective October 29, 2015, to TexReg 7403. 22 §213.28. Licensure of Individuals with Criminal History.

This section establishes the criteria utilized by the Board in determining the effect of criminal history on nursing licensure and eligibility for nursing licensure. This section applies to all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas.

The practice of nursing involves patients/clients, their families, significant others, healthcare professionals and the public in diverse settings. Nurses practice in autonomous roles with individuals who are physically, emotionally, and financially vulnerable, nurses have access to personal information about all aspects of a patient/client's life, resources, and relationships. Therefore, criminal behavior, whether, violent or non-violent, directed against persons, property, or the 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:

Offenses against the person, these types of crimes relate to the practice of nursing because nurses have access to persons who are vulnerable by virtue of illness or injury and are frequently in a position to be exploited nurses have access to persons who are especially vulnerable including the elderly, children, persons with mental disorders, sedated and anesthetized patients/clients, those whose mental or cognitive ability is compromised, and patients/clients who are disabled or immobilized and may be subject to harm by similar criminal behavior nurses are frequently in situations where they provide intimate care to patients/clients or have contact with partially clothed or fully undressed patients / clients who are vulnerable to exploitation, both physically and emotionally

nurses are in the position to have access to privileged information and opportunity to exploit patient / client vulnerability, and

nurses who commit these crimes outside the workplace raise concern about the nurse's propensity to repeat similar misconduct in the workplace and raise concern regarding the individual's ability to provide safe, competent care to patients/clients.

Offenses against property.

These types of crimes relate to the practice of nursing because nurses have access to persons who are vulnerable by virtue of illness or injury and are frequently in a position to be exploited nurses have access to persons who are especially vulnerable, including the elderly, children, persons with mental disorders, sedated and anesthetized patients/clients, those whose mental or cognitive ability is compromised. and patients/clients who are disabled or immobilized, and may provide easy opportunity to be victimized nurses have access to persons who frequently bring valuables medications, money, jewelry, item of sentimental value, a checkbook or credit cards etc, with them to a health care facility with no security to prevent theft or exploitation nurses frequently provide care in private homes and home-like settings where all of the patient/ client's property and valuables are accessible to the nurse.

Nurses frequently provide care autonomously without direct supervision and may have access to and opportunity to remove appropriate property and nurses who commit these crimes outside the workplace raise concern about the nurse's propensity to repeat similar misconduct in the workplace and therefore, place patient/client's property at risk.

Certain crimes involving property, such as cruelty to animals and criminal trespass, may also concern the safety of persons and as such, raise concern about the propensity of the nurse to repeat similar conduct in the workplace, placing patients/client at risk.

Offenses involving fraud or deception. These types of crimes relate to the practice of nursing because:

nurses have access to persons who are vulnerable by virtue of illness or injury and are frequently able to be exploited nurses have access to persons who are especially vulnerable including the elderly, children, persons with mental disorders, sedated and anesthetized patients/clients, those whose mental or cognitive ability is compromised, and patients/clients who are disabled or immobilized.

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



Offenses involving lying and falsification, these crimes are related to the practice of nursing because: nurses have access to person who are vulnerable by virtue of illness or injury.

Nurses have access to persons who are especially vulnerable including, the elderly, children, person with mental disorder, sedated and anesthetized patients/clients. Those whose mental or cognitive ability is compromised, and patients/clients who are disabled or immobilized nurses are frequently in situations where they must report patient/client condition, record objective/ subjective information, provide patient clients with information, and report errors in the nurse's own practice or conduct honesty, accuracy and integrity are personal traits valued by the nursing profession, and considered imperative for the provision of safe and effective nursing care

Falsification of documents regarding patient/client care, incomplete or inaccurate documentation of patient/client 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/ client care in the future:

Falsifying employment applications and/or failing to answer specific questions that would have affected a 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.

Falsification of documents or deception/ lying outside of the workplace, including falsification of an application for licensure to the Board, raises concern about the person's propensity to lie and the likelihood that such conduct will continue in the practice of nursing, and

A crime of lying or falsification raises concerns about the nurse's propensity to engage in similar conduct while practicing nursing and place patients/clients at risk.

Offenses involving the deliberate possession, manufacture, or use of or dispensing or prescribing a controlled substance, dangerous drug, or mood-altering substance.

These crimes relate to the practice of nursing because:

Nurses have access to persons who are vulnerable by virtue of illness or injury.

Nurses have access to persons who are especially vulnerable including the elderly, children, persons with mental disorder, sedated and anesthetized patients/clients, those whose mental or cognitive ability is compromised, and patients/clients who are disabled or immobilized.

nurses provide care to critical care, geriatric, and pediatric patients/client who are particularly vulnerable, given the level or, vigilance demanded under the circumstances of their health condition.

Nurses can provide care in private homes and home-like setting without supervision.

Nurses who have a substance use disorder or who abuse, or misuse drugs or alcohol may have impaired judgment while caring for patients/clients and are at risk for harming patients/clients

an offense regarding the 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 similar misconduct in the workplace and

Driving While Intoxicated offenses involve the use and/or abuse of mood-altering drugs while performing a state licensed activity affecting public safety and 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.

The executive Director, the Board and the State Office of Administrative Hearings (IOAH) shall utilize this section in conjunction with the Disciplinary Guidelines for Criminal Conduct (Guidelines) set forth in subsection (d) of this section in all disciplinary and eligibility matters involving an individual's criminal history.

Taken together, this section and the Guidelines identify the categories of criminal offenses as well as specific criminal offenses that the Board has determined relate to or affect the practice of nursing.

However, neither this section nor the Guidelines contain an exhaustive listing of all of the criminal offenses that may affect an individual's ability to obtain or retain a license or privilege to practice nursing



in Texas. In matter involving an offense that is not specifically listed in this section or the Guidelines, including a violation of another state law, federal law, the Uniform Code of Military' Justice, or other law, the appropriate sanction shall be determined by comparing that offense IO the specified categories of crimes in this section and the specific crimes in the Guidelines that contain substantially similar elements.

The Guidelines are as follows:

Disciplinary Guidelines for Criminal Conduct

This document is provided by the Board to inform licensees, applicants, and the public of the Board's view of the effect of the first commission of certain crimes on nursing licensure and eligibility for nursing licensure. In some instances the document may provide guidance when multiple crimes are at issue. In addition to utilizing this guideline. the Board may require evaluations from Board-approved evaluators to better determine appropriate sanction and/or to determine whether a person is safe to practice nursing and is able to comply with the Nursing Practice Act (NPA) and the Board's rules and regulations, particularly when the underlying criminal offense involves alcohol, drugs or controlled substances. This list is not exhaustive. In cases involving an offense that is not specifically listed in this guideline or a violation of another state law, federal law, the Uniform Code or Military Justice, or other law, the appropriate sanction shall be determined by comparing that offense to the listed crimes in this guideline that contain substantially similar elements.

To the extent applicable, this guideline should also be considered in conjunction with the recommended sanctions in the Board's Disciplinary Matrix, located at 22 Texas Administrative Code §213.JJ(b). This guideline does not apply to criminal offenses that are addressed by the Board's minor criminal history policies. Further, this guideline applies to criminal offenses as those offenses have been addressed and/or adjudicated by the criminal justice/penal System, without re-litigating the underlying factual bases of the corresponding judicial orders. For further information, please review the Texas Occupations Code Chapter 3014 (NPA), the Board's rules, located at 22 Texas Administrative Code Chapters 211 – 227, including §§213.27 - 213.30 and 213.33, and the Board's disciplinary sanction policies located on the Board's website at www.bon.texas.gov.

Texas Occupations Code Chapter 53 may also be applicable. The guideline provides a recommended sanction or range of sanctions for each offense. In order to determine the appropriate sanction in a particular case each case must be considered on its own merits, taking into account the presence of aggravating and/or mitigating factors. If multiple offenses are present in a single case, the most severe sanction recommended for any one of the individual offenses should be imposed.

§213.29. Fitness to Practice.

(a) Each individual who seeks to practice nursing in Texas must possess current fitness to practice. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas and applies in all eligibility and disciplinary matters. Each individual has a duty to self-evaluate to ensure that he/she is fit to practice before providing nursing care. (b) An individual's fitness to practice will be determine by evaluating the individual's ability to consistently comply with the requirements of the Nursing Practice Act, the Board's rules and regulations and generally accepted standards of nursing practice. An individual's fitness to practice may be subject to Board review, due to an individuals' substance use disorder, abuse, or misuse of alcohol or drugs prescribed or otherwise, or physical or mental health condition. This is not an exhaustive list.

If an individual exhibits any conduct that may prevent him/her from practicing nursing with reasonable skill and safety, The Board will review the individual's conduct to determine if he/she possesses current fitness to practice. (c) Evaluations, if an individual exhibits conduct that raises questions about his/her fitness to practice, The Board may require the individual to undergo a physical and/or psychological evaluation that meet the criteria of the Occupations Code §301.4521 and §213.33 of this chapter (relating to Factor Considered for Imposition of Penalties/Sanctions). Pursuant to §301.4521. an individual subject to this rule is responsible for paying the costs of the evaluation. Utilizing the results of the



evaluation and the individualized facts of the case, the Board may deny licensure (including renewal, reinstatement / reactivation, or the return to direct patient care from a limited license), suspend or revoke the individual's license or privilege to practice nursing in this state, or impose probationary condition or restrictions on the individual's ability to practice nursing in this state. (d) Substance Use Disorders and Abuse/Misuse of Alcohol or Drugs.

Individuals who have been diagnosed, treated, or hospitalized for a substance disorder that may impair their ability to practice nursing safely, will, at a minimum be required to demonstrate sobriety and abstinence from drugs and alcohol for a minimum of twelve consecutive months through verifiable and reliable evidence in order to obtain or retain licensure. Verifiable and reliable evidence of sobriety and abstinence from drugs and alcohol may include evidence of the completion of inpatient, outpatient, or aftercare treatment random drug screens, individual or group therapy, and/or support group attendance. Depending upon the individualized facts of each case, an individual may be required to establish this period of sobriety and abstinence prior to being permitted to practice nursing in this state. If appropriate, based upon the individualized fact of the case, an individual may also be eligible to obtain or retain licensure and practice nursing under an encumbered license with conditions/restrictions determined by the Board or through participation in a Board-approved peer assistance program created pursuant to the Texas Health and Safety Code Chapter 467 or other lawfully authorized peer assistance program. Licensure conditions/restrictions may include the completion of inpatient, outpatient, or after care treatment, random drug screens, individual or group therapy and/or support group attendance. The outcome of any case will be based upon an evaluation of the individualized factors of the case and the potential risk of harm the individual practice may pose to patient /clients and/or the public.

Individuals who have not been diagnosed, treated, or hospitalized for a substance use disorder but have nonetheless exhibited behaviors raising concerns about the individual's ability to practice nursing with reasonable skill and safety due to the possession, misuse, or abuse of alcohol or drugs prescribed or otherwise including related criminal conduct may be required to demonstrate sobriety and abstinence from drugs and alcohol for a minimum of twelve consecutive months, through verifiable and reliable evidence, in order to obtain or retain licensure. Verifiable and reliable evidence of sobriety and abstinence from drugs and alcohol may include evidence of the completion of inpatient, outpatient or aftercare treatment, random drug screens, individual or group therapy and/or support group attendance.

If appropriate and depending upon the individualized fact, an individual may be eligible to obtain or retain licensure and practice nursing under an encumbered license with conditions/ restrictions determined by the Board, which may include the completion of inpatient, outpatient, or after care treatment, random drug screens, individual or group therapy, and/or support group attendance.

The outcome of any case will be based upon an evaluation of the individualized factors of the case and the potential risk of harm the individual's practice may pose to patients/clients and/or the public. (3) An individual's prior substance uses disorder diagnosis or history of prior criminal conduct involving drugs or alcohol prescribed or otherwise or misuse or abuse of alcohol or drugs prescribed or otherwise will be considered by the Board only to the extent that it may be indicative of the individual's current lack of fitness to practice nursing.

Mental Health Conditions and Diminished Capacity.

Individuals who have been diagnosed, treated, or hospitalized for a mental health condition that may impair their ability to practice nursing safely, will at a minimum, be required to demonstrate controlled behavior and consistent compliance with recommended treatment, including compliance with a prescribed medication regime for a reasonable amount of time through verifiable and reliable evidence in order to obtain or retain licensure. Depending upon the individualized facts of each case an individual may be required to establish controlled behavior and compliance with recommended treatment including compliance with a prescribed medication regime, prior to being permitted to practice nursing in this state.





If appropriate, and depending upon the individualized facts of the case an individual may also be eligible to obtain or retain licensure and practice nursing under an encumbered license with conditions/restrictions determined by the Board or through participation in a Board-approved peer assistance program created pursuant to the Texas Health and Safety Code Chapter 467. The outcome of any particular case will be based upon an evaluation of the individualized factor of the case and the potential risk of harm the individuals' practice may pose to patients/clients and/or the public.

Individuals who have not been diagnosed, Treated, or hospitalized for a mental health condition. but have nonetheless exhibited behaviors raising concerns about the individual's fitness to practice due to a mental health condition or diminished capacity may be required to demonstrate controlled behavior and compliance with recommended treatment, including compliance with a prescribed medication regime for a reasonable amount of time through verifiable and reliable evidence in order to obtain or retain licensure. If appropriate and depending upon the individualized facts of each case an individual may also be eligible to obtain or retain licensure and practice nursing under an encumbered license with conditions/restriction determined by the Board.

The outcome of any particular case will be based upon an evaluation of the individualized factors of the case and the potential risk of harm the individual's practice may pose to patient/client and/or the public.

An individual's prior mental health diagnosis or behavioral history will be considered by the Board only to the extent that it may be indicative of the individual's current lack of fitness to practice nursing.

Other Medical Conditions.

The Board recognizes that individuals may have a variety of medical conditions that require medical treatment and/or a medication regime that includes prescription drugs.

Although authorized by law and medically necessary prescription drugs may affect an individual's fitness to practice. An individual must be able to function safely while under the effects of prescription drugs. An individual who abuses his/her prescription drugs or who has been unable to stabilize the synergistic effect of his/her medications may not possess current fitness to practice. Further, some prescription medications may cause side effects that affect an individual's fitness to practice, even when taken properly. In some cases, an individuals' physical condition may prevent the individual from practicing nursing safely. In addition to an individual's medication regimen, the Board will review an individual's behavior, diagnosis/condition and treatment plan to determine if he/she possesses current fitness to practice.

Based upon the individualized facts of the case, including the results of a required evaluation, if any, the Board may deny licensure (including renewal, reinstatement/reactivation, or the return to direct patient care from a limited- license) suspend or revoke the individual's license or privilege to practice nursing in this state or impose probationary conditions or restrictions on the individual's ability to practice nursing in this state, including limiting the practice setting to one in which the individual is safe to practice nursing.

An individual's prior medical condition and/or diagnosis will be considered by the Board only to the extent that it may be indicative of the individual's current lack of fitness to practice nursing. (g) Authority of Executive Director, in eligibility and disciplinary matters involving an individual's fitness to practice.

the Executive Director may:

review, information submitted b) the individual and materials and information gathered or prepared by Board Staff including evidence of the individual's safe practice compliance with the Nursing Practice Act, Board rules and regulations, and generally accepted standards of nursing practice, verification of compliance with treatment and evidence of sobriety identify any deficiencies in the information necessary for a determination regarding the individual's current fitness to practice close any eligibility file in which the individual seeking licensure has failed to respond to a request for information from the Board or to a proposal for denial of licensure within 60 days of the request or proposed denial, as applicable





approve an individual's eligibility for licensure, enter eligibility orders as authorized in §211.7 (relating to Executive Director) of this title, and approve renewals without Board ratification, when the evidence is clearly insufficient to support denial of licensure and propose eligibility and disciplinary orders in eligibility, disciplinary and renewal matters consistent with the Board's rules and regulation and the interests of public safety and enter disciplinary orders as authorized in §211.7 of this title (h) The following eligibility and disciplinary sanction policies as applicable shall be used by the executive Director, IOAH and the Board in evaluating the impact of criminal conduct on nurse licensure in eligibility and disciplinary matters:

(1) Sanctions for Behavior Involving Fraud, Theft and Deception, approved by the Board and published on August 28, 2015. in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html> : (2) Sanctions for Behavior Involving Lying and Falsification. approved by the Board and published on August 28, 2015, in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>: (3) Sanctions for Sexual Misconduct approved by the Board and published on February 22, 2008. in the Texas Register(3) TexReg 1649, and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html> : and (4) Sanctions for Substance Use Disorders and Other Alcohol and Drug Related Conduct approved by the Board and published on August 28, 2015, in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html> . The provisions of this 213.29 adopted to be effective October 29. 2015, 40 TexReg 7416. 95 §213.30.

Declaratory Order of Eligibility for Licensure.

For purposes of this section only, "petitioner" means an individual who:

is enrolled or planning to enroll in an educational nursing program that prepares individuals for initial licensure as a registered or vocational nurse

seeks licensure endorsement pursuant to §217.5 of this title (relating to Temporal) License and Endorsement) or seeks licensure by examination pursuant to §217.2 (relating to Licensure by Examination for Graduates of Nursing Education Program Within the United States its Territories or Possessions or §217 relating to Requirements for initial Licensure by examination for nurses who graduate from nursing education program outside or United States Jurisdiction of this title

An individual who has reason to believe that he or she may be ineligible for initial licensure or licensure by endorsement due to issues discussed in this rule may petition the Board for a declaratory order as to his or her eligibility.

A petitioner must submit a petition on forms provided by the Board and the following information: statement by the petitioner indicating the reasons and basis of his/her potential ineligibility.

If the potential ineligibility is due to the petitioner's criminal history, all court documents, including, but not limited to indictments, agreement for pre-trial diversion or deferred prosecution, orders or deferred adjudication, judgements, probation records, and evidence of completion of probation as applicable

if the potential ineligibility is due to the petitioner mental health condition or diminished capacity verifiable and reliable evidence of controlled behavior and consistent compliance with recommended treatment including compliance with a prescribed medication regime for a reasonable amount of time as applicable if the potential ineligibility is due to the petitioner's substance use disorder and/or the abuse/misuse of alcohol or drugs verifiable and reliable evidence of sobriety and abstinence from drugs and alcohol, which may include evidence or the completion of inpatient, outpatient or aftercare treatment, random drug screens, individual or group therapy and/or support group attendance the required fee, which is not refundable and an evaluation that meets the criteria or the Occupations Code §301.4521 and §213.33 of this chapter (relating to Factors Considered for Imposition of Penalties/Sanctions). as applicable.





Once the Board has received all necessary information including the information required by subsection (c) of this section, an investigation of the petition and the petitioner's eligibility shall be conducted. The investigation will be based upon an evaluation of the individualized factors of the case, the potential risk of harm the individual's practice may pose to patients/clients and/or the public and the petitioner's ability to meet the requirements of §213.27 (relating to Good Professional Character §213.28 (relating to Licensure of Individuals with Criminal History) and §213.29 (relating to Fitness to Practice) of this chapter, as applicable. Based upon the individualized facts of the case the Board may approve licensure without encumbrance impose probationary conditions or restrictions on the individual's ability to practice nursing in this state or deny licensure.

The petitioner or the Board may amend the petition to include additional grounds for potential ineligibility at any time before a final determination is made

If an individual is seeking licensure by endorsement pursuant to §217.5 of this title and has been licensed to practice nursing in any jurisdiction and has been disciplined in that jurisdiction or allowed to surrender in lieu of discipline in that jurisdiction, the provisions or §213.27(e) of this chapter will apply to the eligibility of the petitioner.

If a petitioner's potential ineligibility is due to his/her criminal history, the provisions of §213.28 of this chapter will apply to the eligibility of the petitioner.

If a petitioner's potential ineligibility is due to a substance use disorder and/or the abuse/misuse of alcohol or drugs, a mental health condition or diminished capacity, or another issue relating to the individual's fitness to practice, the provision of §213.29 of this chapter will apply to the eligibility of the petitioner.

If the executive Director proposes to find the petitioner ineligible for licensure the petitioner may obtain a hearing before the State Office of Administrative Hearings IOAH. The Executive Director shall have discretion to set a hearing and give notice of the hearing to the petitioner. The hearing shall be conducted in accordance with §213.22 of this chapter (relating to formal Proceedings) and the rules of IOAH. When in conflict IOAH rules of procedure will prevail. The decision of the Board shall be rendered in accordance with §213.23 of this chapter (relating to Decision of the Board) 96 97 U.A final Board order is issued after an appeal results in a proposal for decision from IOAH.

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 determination the petitioner'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 seek licensure by endorsement or examination until after the expiration of three years from the date of the Board's order denying the petition. If the petitioner does not appeal or request a formal hearing at IOAH after a letter proposal to deny eligibility made by the Eligibility and Disciplinary Committee of the Board or the Executive Director the petitioner may repetition or seek licensure by endorsement or examination after the expiration of one year from the date of the proposal to deny eligibility, in accordance with this section and the Occupations.

(k) The following eligibility and disciplinary sanction policies, as applicable, shall be used by the Executive Director at IOAH and the Board in evaluating an eligibility matter under this section:

Sanctions for Behavior Involving Fraud, Theft and Deception approved by the Board and published on August 28, 2015, in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>:

Sanctions for Behavior Involving Lying and Falsification approved by the Board and published on August 28, 2015 in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html> :

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>





And Sanctions for Substance use Disorders and other Alcohol and drug related conduct approved by the Board and published on August 28, 2015 in the Texas Register and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>

- (I) If an individual seeking licensure by endorsement under §217.5 of this title or licensure by examination under §217.2 or §217.4 of this title should have had an eligibility issue addressed pursuant to the Occupational Code §301.257 the filed application will be treated and processed as a petition for declaratory order under this section, and the individual will be treated as a petitioner under this section and will be required to pay the non-refundable fee required by this section and §223.1 of this title (relating to fees).
- (II) (m) This section implements the requirements of the Occupations Code Chapter 53 Subchapter D and the Occupations Code §301.257.

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; amended to be effective November 15, 2009, 34 TexReg 7812; amended to be effective July 12, 2010, 35 TexReg 6074; amended to be effective July 10, 2013, 38 TexReg 4342; amended to be effective October 29, 2015, 40 TexReg 7422.



IOAH



School of Nursing
established 2020

SCHOOL OF NURSING



Acknowledgement of Receipt of Student Handbook

I hereby certify that I am 18 years of age or older and competent to sign my own name. I also certify that I have read and completely understand the contents of the IOAH School of Nursing Student Handbook before affixing my signature.

Student Name (printed): _____

Student Signature: _____ Date: _____

Witness (presenter of handbook information): _____

Witness Signature: _____ Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Acknowledgement of Policy Regarding Protected Health Information, Confidentiality, and Security

Protected Health Information (PHI) includes patient information based on examination, test results, diagnosis, response to treatment, observation, or conversation with the patient. This information is protected, and the patient has the right to the confidentiality of his or her patient care information where this information is written, electronic, or verbal format. PHI is individually identifiable information that includes, but is not limited to the patient's name, account number, birth date, admission and discharge dates, photographs, and health plan beneficiary number.

Student learning activities in the clinical, laboratory, and/or simulation setting include access to protected and confidential medical records, case histories, medical reports, images, raw test results, and medical dictation. Although patient identification may be removed, all healthcare information must be protected and treated as confidential. Nursing students and responsible faculty are given access to patient information in multiple healthcare settings throughout the nursing program.

Initial each to accept the policy.

	PHI, regardless of medium (paper, verbal, electronic, image or other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring, or otherwise directly related to the learning activity.
	Protected health information is to be kept confidential and secure in all learning settings and clinical agencies.
	Protected health information is not to be discussed in public areas or situations under any circumstances.
	Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of PHI. Teaching/learning and case study materials will be used in accordance with healthcare facility policies.
	Data will not be accessed on patients for whom students and faculty have no "need to know" care responsibilities.
	A computer ID and password access may be assigned to individual students and/or the assigned supervising faculty. All IDs and passwords are the responsibility of the assigned individual and not to be shared.
	Healthcare facility specific privacy policies may vary. Compliance with HIPPA policies in each setting is expected throughout the nursing program.
	Breach of patient confidentiality is grounds for immediate dismissal from any clinical agency.
	Immediate dismissal from a clinical experience may result in additional School of Nursing or IOAH sanctions including dismissal from the nursing program.
	In order to maintain professional boundaries, "friending" or any social media site is prohibited between faculty and current students. Students are prohibited from posting proprietary or confidential information regarding the school, clinical site, clinical staff, or patients in any social media platform.

_____ I agree to comply with the above and other policies of the clinical agency to which I am assigned. I understand that failure to comply with these policies may result in my removal from an or all assigned clinical agencies, Disciplinary action, and/or dismissal by the School of Nursing and IOAH.

_____ I understand that state and federal laws govern the confidentiality and security of Protected Health Information, and that unauthorized disclosure is a violation of law and may result in civil and criminal penalties.

Student Name (printed): _____ Initials: _____

Student Signature: _____ Date: _____

Witness Name (printed): _____ Date: _____

Witness Signature: _____



Clinical Release Form

Clinical affiliates of IOAH School of Nursing may request that specific student information is released to them in order for students to participate in clinical education in their facility. Your signature form allows IOAH SON to release copies of these documents from your file to the clinical facility. This may include but is not limited to:

- Immunization records
- Results of TB skin tests or results of chest x-rays
- Background checks

NOTE the clinical facilities may require nursing students to provide health-related information beyond of what is requested for admission into the nursing program. For instance, clinical agencies may request evident of additional immunization or vaccination such as annual flu vaccination Students should self-disclose requested information in order to participate in clinical education at the respective clinical facility.

Student Name (printed): _____

Student Signature: _____ Date: _____



Clinical Remediation Plan (CRP)

Initial Conference

Student Name: _____ Student Signature: _____

Course: _____ Faculty Signature: _____

Clinical Area: _____ Program Director Signature: _____

Date: _____

Areas of Concern:

Plan of action (skills, knowledge and affect that must be demonstrated to meet objectives):

Time frame (to accomplish the plan goals):



Follow -Up Conference

Student Name: _____ Student Signature: _____

Course: _____ Faculty Signature: _____

Clinical Area: _____ Program Director Signature: _____

Date: _____

Outcome: _____ Has overcome deficiencies and now meets objectives

_____ Has not overcome deficiencies and does not meet objectives

Comments on Pass/Fail status:



Exit Interview Form-Nursing Program

1. Reason for exiting the program:

Student: _____

Program: _____

2. Review of Performance (if appropriate):

3. Plan for a student success as identified by a student:

4. Plan for remediation (if appropriate) as identified by the program faculty:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Exit Survey: Departure from Vocational Nursing Program prior to Completion

In order to better understand why students leave the program at IOAH School of Nursing, we would appreciate it if you took a few minutes to complete this brief exit survey. Listed below are reasons frequently shared by students explaining why they leave a program. Please read the three categories below. Under the corresponding category indicate your reason(s) for not enrolling this quarter. After you have finished, please number your responses in order of significance: one (1) being the most significant reason for not returning. Feel free to add additional comments below. Completion of this form is required prior to re-entry. Thanks for your contribution.

1. Life circumstances including things such as health issues, unexpected life event, unanticipated time needed to meet the needs of family and friends, unplanned financial pressures, work demands, etc. Please describe:
2. Work commitments including things such as a new job, taking on new roles, required increase in work hours, competing pressures of work and school, etc. Please describe:
3. Program reasons including things such as the method of learning does not accommodate learning style/preferences, computer confidence/competence, evolving career aspirations, advising, technical support, program content no longer relevant to aspirations, performance concerns. Please describe:

Do you plan to return to the IOAH School of nursing program? Y N

Anticipated date of return: _____

If you plan to return, what will contribute to your successful completion of the program?

What can we at IOAH School of Nursing do to help you be successful?

Additional comments: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____

CC: Student file, Program Director, Advisor



THE INSTITUTE OF ALLIED HEALTHCARE

Financial Aid Advising Session- Nursing Program

Please schedule an appointment with a financial service representative at the _____ campus to discuss the financial aid resources available to you as a nursing student at IOAH SON. This must be completed prior to _____ (date).

This form must be signed by both you and the financial service representative and returned to the nursing program office no later than _____ (date).

Student Name (printed): _____

Student Signature: _____

Date: _____

Financial Service Representative Name (printed): _____

Financial Service Representative Signature: _____

Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Image and Simulation Release

Release of Photographic Image

I hereby give IOAH School of Nursing the right to use, reproduce, and to permit the use of others, etc. of all photographic and simulation. Images and negatives, etc. taken of me for educational, publication, or marketing purposes including use on the internet, without further compensation and consenting that all this material shall solely and completely the property of IOAH SON.

I hereby certify that I am 18 years of age or older and competent to sign my own name. I also certify that I have read and completely understand the contents of the above release before affixing my signature.

Student Name (printed): _____ Student Signature: _____

OR

I do not give the above stated right to IOAH _____

Simulation Center (Skills Lab)

During your participation in courses at the IOAH Simulation Lab, you will likely be an observer of the performance of other individuals in managing medical events. It is also possible that you will be a participant in these activities. Due to the unique aspects of this form of training, you are also asked to maintain and hold confidential all information regarding the performance of specific individuals and the details of specific scenarios.

By signing below, you acknowledge having read and understood this statement and agree to maintain the strictest confidentiality about any observation you may make about the performance of individuals and the simulation scenarios.

Audiovisual Digital Recording

I am hereby informed that there is continuous audiovisual digital recording in room in the IOAH Simulation Lab. I consent to continuous audiovisual digital recording while I am in the Simulation Lab. I understand that, unless authorized by me, I will NOT be specifically identified and that the recording will be shown only for educational purposes. NO commercial use of the audiovisual recording will be made without my written permission.

Release for Still Photographs and Videotapes

I authorize the faculty and administrator of IOAH to publicly show still photographs (slides or prints) and/or videotapes depicting me during training at the IOAH Simulation Lab. I understand that, unless otherwise approved by me, I will NOT be specifically identified, and the photographs will be shown only for educational purposes. No commercial use of the photographs (slides or prints) and/or videotapes will be made without my written permission.

I have read all the above and agree to the terms under confidentiality of information and audiovisual recording.

Student Signature; _____ Date: _____

I have read and completely understand the contents of the above categories, and I am competent to sign my own name.

Student Name (printed): _____

Student Signature: _____ Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Laboratory Equipment/Supply Checkout Release

I accept responsibility for the use of the IOAH School of Nursing laboratory equipment and supplies. In the event an item(s) is/are lost, stolen, or damaged while issued out, I agree to replace said item(s) at my expense.

An incomplete grade (I) will be assigned for the course until restitution is made.

I, the undersigned, acknowledge that I have read and understood the above release.

Student Name (printed): _____

Student Signature: _____ Date: _____

This signed form must be on file in the nursing program office and is enforced during the time the student is enrolled in the nursing program at IOAH School of Nursing. Students who do not sign the form will be ineligible to check out equipment or supplies from the nursing department.



Notification of Clinical Absence

A student who will be absent from clinical hours for any reason must complete the student section of this form and submit the completed form to the program chair within three (3) calendar days of absence. In the event of an emergency, the student must complete and submit the form as soon as possible following the absence. The Program Director will then complete the Directors section of the form, and the completed form will be placed in the student's record and a copy sent to the student and clinical faculty for the missed clinical hours.

If a student is absent from two (2) or more consecutive clinical shifts for health-related reasons, the student may be required to submit documentation from a healthcare provider certifying the student's ability to safely return to the clinical setting. IOAH SON may prohibit a student from returning to the clinical setting until such documentation has been provided.

Questions about clinical attendance guidelines or this form should be directed to the Program Director.

To be completed by the student:

Student First and Last Name: _____

Campus: _____

Email Address: _____

Phone Number: _____

Course Number: _____

Didactic Faculty: _____

Clinical Faculty: _____

Faculty Advisor: _____

Date(s) Absent from Clinical: _____

Reason for Absence(s) (be specific): _____

Student Signature: _____ Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

To be completed by Program Director:

Absence(s) Excused or Not:

_____ Excused

_____ Excused, provided student produces satisfactory documentation as set forth below:

_____ Documentation verifying reason for absence; and/or
_____ Health provider certification of fitness required to return to clinical setting.

_____ Not excused

Clinical make-up session location(s), date (s), and faculty:

Comments (if any):

Program Director Signature: _____

Date _____



THE INSTITUTE OF ALLIED HEALTHCARE

IOAH SON APPLICATION

Date: _____

Applicant Information

Name: _____ Former Name(s): _____
Last First Middle

Address: _____ State: _____ Zip Code: _____
Street Address or Apartment/Unit #

Date of Birth: _____ SSN: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

(It is the applicants' responsibility to contact the nursing program if your address changes prior to the date when decision letters are sent out)

Have you ever been dismissed, disciplined, or placed on probation from a school, college or university?

Circle one: Yes No

If yes, explain:

List Healthcare Worker License

- CNA _____
Certification Number State Expiration Date
- MA _____
Certification Number State Expiration Date
- _____
License/Certification Number State Expiration Date
- _____
License/Certification Number State Expiration Date



THE INSTITUTE OF ALLIED HEALTHCARE

High School/Colleges/Universities

Please list all high school, colleges and universities you have attended- if needed, please submit multiple copies of this page:

School Name: _____ City/State: _____

Did you graduate? Yes No Degree: _____

Dates Attended To: _____ From: _____

School Name: _____ City/State: _____

Did you graduate? Yes No Degree: _____

Dates Attended To: _____ From: _____

School Name: _____ City/State: _____

Did you graduate? Yes No Degree: _____

Dates Attended To: _____ From: _____

Employment

List your present position, if any. Then list, in chronological order, all the positions you have held in the past year (attached resume is acceptable). If needed, please submit multiple copies of this page.

Employer: _____

Job Title: _____ From: _____ To: _____

Employer: _____

Job Title: _____ From: _____ To: _____

Employer: _____

Job Title: _____ From: _____ To: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Emergency Contact Information

Person to notify in case of an emergency

Name: _____ Relationship: _____

Phone: _____ Other Phone #: _____

Consent to Release of Background Information

I ACKNOWLEDGE that my acceptance into the nursing program at IOAH SON is dependent upon meeting all admission requirements. One of those requirements is to be free of any criminal history that would indicate a potential for violence against another person or substance abuse. I release school officials from any potential claim or liability related to the appropriate use of this information.

I have been advised about the background check policy required for the nursing program. If I have engaged in past criminal activities listed in the policy and it is made known to the IOAH nursing program office, I may be subject to termination from the nursing program.

I understand that State Boards of Nursing may reject any application to sit for the state licensing exam based on a previous criminal record. I understand this may include criminal activities that are not listed in the policy. I am advised to contact the State Board of Nursing in the state in which I plan to practice for further clarification of their policy.

This consent and release are effective as of the date signed and it will remain effective until further notice. The school is not required to notify me when the request will be submitted to any law enforcement unit and is not limited to the number of such requests.

By my signature below, I acknowledge and agree that I consent to the access and release of any records maintained by any local, county, state, or national law enforcement until including but not limited to the State Bureau of Investigation and the Social and Rehabilitation Services Child Abuse and Neglect Central Registry. I also agree to incur the cost of the investigation.

Student Name (printed): _____

Student Signature: _____

Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Core Performance Standards (Functional Abilities)

IOAH School of Nursing strives to make its programs accessible to all individuals in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Its purpose is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limit major life functions. All faculty, staff and students of IOAH SON are expected to adhere to this philosophy of equal access to educational opportunity and to assume broad responsibility for its implementation.

Disclosure of a disability is not required, but if disclosed, it is the responsibility of the individual to seek available assistance and make their needs known. The student services office is the designated office at IOAH SON that maintains disability related documents, certified eligibility for series, and determines and provides reasonable accommodations for students with disabilities. It is located at 7614 Louis Pasteur Dr. Suite 402, San Antonio, TX 78229.

All requests for accommodation, documentation reports, and inquiries should be forwarded to:

Ashia Asuncion
Administrative Assistant
7614 Louis Pasteur Dr. Suite 402
San Antonio, TX 78229
(210) 616-0880
Ashia.asuncion@alliedhealthedu.com

Core Performance Standards for Admission and Progression

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgement.	Identify cause-effect relationships in clinical situations, develop care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small places.	Moves around in patient rooms, workspaces, and treatment areas; administer Cardio-Pulmonary Procedures (CPR). Ability to lift 25 pounds or more 3 or more times daily.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Hearing	Auditory abilities sufficient to monitor and assess health needs.	Hear monitor alarm, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability for observation and assessment is necessary in nursing care.	Observe patient/client responses. Ability to see colors accurately.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and or those related to therapeutic intervention, e.g. insertion of a catheter.

If you are unable to perform any of these activities, please circle the issue or issues which you cannot perform and attach an explanation.

Your signature below indicates that you have read and understand the Core Performance Standards (Functional Abilities) Requirements and can perform them, unless otherwise indicated.

Student Name (printed): _____

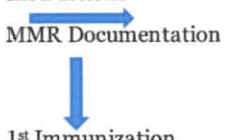
Student Signature: _____ Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Immunization Record

Student Name: _____ Birth Date: _____

<p>Instructions  1st Immunization _____ Mo/day/yr 2nd Immunization _____ Mo/day/yr</p>	<p>MEASLES (RUBEOLA)</p> <ul style="list-style-type: none"> • 2 doses of live vaccine given on or after the first birthday, must be given at least 30 days apart with the second dose after age 15 months • OR serologic test showing positive titer • May substitute MMR <p>1st Immunization: _____ mo/day/yr 2nd Immunization: _____ mo/Day/yr</p> <p>OR Serologic Test: _____ mo/Day/yr</p> <p>Results:</p> <ul style="list-style-type: none"> <input type="radio"/> Positive <input type="radio"/> Indeterminate <input type="radio"/> Negative 	<p>MUMPS</p> <ul style="list-style-type: none"> • 2 doses of live vaccine given on or after the first birthday; must be given at least 30 days apart with the second dose after age 15 months. • Or Serologic test showing positive titer • May substitute MMR <p>1st Immunization: _____ mo/day/yr 2nd Immunization: _____ mo/day/yr</p> <p>OR Serologic Test: _____ mo/day/yr</p> <p>Results:</p> <ul style="list-style-type: none"> <input type="radio"/> Positive <input type="radio"/> Indeterminate <input type="radio"/> Negative 	<p>RUBELLA</p> <ul style="list-style-type: none"> • 1 dose of live vaccine given on or after the first birthday. • Or Serologic test showing positive titer • May substitute MMR <p>Immunization: _____ mo/day/yr</p> <p>OR Serologic Test: _____ mo/day/yr</p> <p>Results:</p> <ul style="list-style-type: none"> <input type="radio"/> Positive <input type="radio"/> Indeterminate <input type="radio"/> Negative
<p>TDAP The CDC recommends that healthcare providers who have direct patient contact should receive a single dose of Tdap as soon as feasible if they have not previously received it. TETANUS-DIPHTHERIA (initial series and booster every 10 years) Immunization: _____ OR _____ Tdap mo/day/yr</p>			
<p>VARICELLA (Chicken Pox) If confirmed, disease history, serologic test is required. If negative, vaccination with 2 varicella vaccines is strongly recommended.</p> <p>1st Immunization: _____ mo/day/yr OR Serologic Test: _____ mo/day/yr 2nd Immunization: _____ Mo/day/yr Results: _____</p> <p><input type="radio"/> DECLINE* I decline the Varicella vaccine and understand I am susceptible to chicken pox. I understand the risks of being susceptible to infections and blood borne diseases and decline immunization at this time. I understand I may choose to receive the vaccine at any time in the future.</p> <p>Declination Signature: _____ Date: _____</p>			

*Can be deleted per program requirements.

Healthcare Provider Name (printed): _____ Phone Number: _____

Healthcare Provider Signature: _____ Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Influenza Vaccination Form

Return this form no later than (___/___/___). If the form is not received by said date, it may affect your ability to attend clinical experiences.

Student Name: _____ Date of Birth: _____

- DECLINE: I decline the influenza vaccine and understand I am susceptible to influenzas. I understand the risks of being susceptible to influenza and decline immunization currently. I understand I may choose to receive the vaccine at any time in the future. I also understand that I will adhere to the practices and policies of the clinical agency regarding non-vaccination.

Declination Signature: _____ Date: _____

Influenza Immunization Date: _____

Notes:

Healthcare Provider Name (printed): _____

Address: _____

Phone Number: _____ Date: _____

Please attach documentation here:
(if received other than at healthcare provider's office)



THE INSTITUTE OF ALLIED HEALTHCARE

Tuberculosis Screening Form

Return this form no later than (Month _____, Date _____, Year _____). If the form is not received by said date, it may affect your ability to attend clinical experiences.

Student Name: _____ Date of Birth: _____

Tuberculin Skin Test (Mantoux) Two step Mantoux test (negative TST from last 12 months will count as first step, second step within past 90 days, **OR** negative TST two consecutive years, one within the last 12 months).

TST Test 1

Manufacturer: _____
#1 date placed: _____
Date Read: _____
mm of induration: _____

Interpretation
 Positive
 Indeterminate
 Negative

TST Test 2

Manufacturer: _____
#2 date placed: _____
Date Read: _____
mm of induration: _____

Interpretation
 Positive
 Indeterminate
 Negative

OR

QuantiFERON-TB Test: Can be substituted in place of the Two Step Mantoux.

Blood Test: _____ (mo/day/year)

Results:

Positive
 Indeterminate
 negative

OR

Positive Results: If positive TST, QuantiFERON, or history of TB is reported, a chest x-ray must be obtained, and a copy of the chest x-ray report attached.

Past Positive

Date: _____

Chest X-Ray (DO NOT SEND X-RAYS)

Date: _____

Result: _____

Healthcare Provider Name (printed): _____ Phone Number: _____

Address: _____

Healthcare Provider Signature: _____ Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Disclaimer and Signature

It is the responsibility of the applicant to ensure that all parts of the application are received prior to or on the date required. It is the responsibility of the applicant to ensure that the program has a current address in order to receive the notification letter. Failure to do so will result in the application not being considered for the program.

Return the completed form to the nursing program office at the address indicated. If you have questions or need other information, please contact IOAH at (210) 616-0880.

IOAH School of Nursing admits students of any age, religion, race, sex, sexual orientation, cultural background, or national and ethnic origin to all the programs, activities, rights and privileges generally accorded or made available to students. It does not discriminate based on these characteristics in the administration of its educational policies, admissions policies, scholarship and loan program, or other school-administered programs.

I certify that my answers are true and complete to the best of my knowledge.

Student Name (printed):

Student Signature:



Preceptor Data Form

SECTION I. NAME, EDUCATION, EXPERIENCE

Full name: _____

Current Position: _____ Years/Months Position: _____

Agency: _____ Years at Current Agency: _____

Original Nursing Education Program	Degree	Graduation Date
Other Colleges or Institutions Attended (nursing or related fields)	Degree	Graduation Date

COMPLETE EITHER SECTION IIA OR IIB OR BOTH:

SECTION IIA. CURRENT SPECIALTY CERTIFICATION

Name of Specialty Certification	Certifying Organization	Certification Valid Through

SECTION IIB. DEMONSTRATED EXPERTISE

Describe your area of expertise in your area of clinical practice (copy current resume or vita is optional)

SECTION III. LICENSURE

State Licensure	Licensure Number	Expiration Date



THE INSTITUTE OF ALLIED HEALTHCARE

Preceptor Letter of Agreement

Preceptor Full Name: _____ Current Position: _____

Number of Years/Total Practice: _____

RN License Number and Nursing Degree: _____

Agency: _____ Years at Current Practice: _____

I, _____ am employed by _____
(Preceptor's Name) (Name of Site)

and agree to act as a preceptor for student _____ enrolled in the course
(Name of Student)

_____ for the period beginning _____
(Course Name) (Month/Year)

through _____
(Month/Year)

I have a copy of the preceptor guidelines and understand that I should receive pertinent course and student evaluation materials for the course I am precepting.

I understand there is no remuneration or fringe benefits attached to this role.

Preceptor Signature: _____ Date: _____

Work Unit: _____ Phone: _____

Home Address: _____

Phone: _____ Email: _____

Faculty Signature (course): _____ Date: _____

For the nursing student matched with the preceptor, the student completes the following area:

I understand that I am responsible for meeting the standards in policies/procedures of the agency; maintaining professional appearance and behavior; and providing safe client care. I understand that I will be expected to 1) keep the assigned preceptor and faculty informed about my learning needs in relationship to course objectives; 2) obtain assistance appropriately 3) communicate frequently with the preceptor and faculty; and 4) seek feedback regarding progress and completion of course requirements.

Student Signature: _____ Date: _____

Course: _____



Re-Entry Form

Student Name: _____

Address: _____

Phone: _____

Email: _____

Reason for Re-Entry Request:

Withdrawal: _____ Quarter: _____ Year: _____

Failure: _____ Quarter: _____ Year: _____

Course Name (s) and Number(s): _____

Quarter Requesting Re-Entry:

Quarter: _____ Year: _____

Please describe your detailed plan for improvement or continued growth which you believe will prepare you for success if retained:

Student Name (Printed): _____

Student Signature: _____

Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

Student at Risk

MEMO TO:

Student: _____

Date: _____

Course Faculty: _____

Course: _____

This memo is to inform you that:

_____ Your score on the last exam was below the passing score. You are advised to contact your academic advisor and the course faculty to determine the resources available to assist you in the mastery of this content.

_____ Your mid-term grade or clinical evaluation (circle one or both) is/are below passing, and you are in jeopardy of failing this course. Contact your academic advisor and the course faculty or assistance.

_____ You are having problems that may jeopardize your successful completion of the course as specified.



At Risk Student Discussion

Student Challenges:

Student Plan of Action:

Faculty Plan of Action:

Student Signature: _____

Date: _____

Course Faculty Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

Contact your academic advisor and the course faculty for assistance.

Original: Student Record
CC: Advisor File
CC: Student



THE INSTITUTE OF ALLIED HEALTHCARE

DISTRIBUTE AS CONFIDENTIAL INFORMATION

Student/Graduate Reference Request

Student/Grade Name (printed): _____

Student ID Number: _____

I consent to the disclosure of information from my education records, including the clinical rubric and comments maintained by IOAH School of Nursing to the person(s) designated below in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

I understand that I have the right to (1) consent to the disclosure of my education records; (2) inspect any written records disclosed pursuant to this consent; and (3) revoke this consent at any time by delivering a written revocation to the School of Nursing.

Student/Graduate Signature: _____ Date: _____

Name: _____ Address: _____ _____	Name: _____ Address: _____ _____
Name: _____ Address: _____ _____	Name: _____ Address: _____ _____
Name: _____ Address: _____ _____	Name: _____ Address: _____ _____



THE INSTITUTE OF ALLIED HEALTHCARE

Student/graduate Reference

Student/Graduate Name: _____

Dates of Attendance: _____ to _____

Comments listed on student/graduate's clinical rubric for the _____
quarter: (academic term/year)

Completed by: _____

Program Director Signature: _____

Mailed to:

Name: _____

Address: _____

Mailing Date: _____



Addendum A: ATI Information Packet

Pre-Licensure VN Program: Assessment Technologies Institute Testing Policy

What is ATI?

- Assessment Technologies Institute (ATI) is an assessment-driven review program designed to lower program attrition and increase student pass rates on the nursing licensing exam.
- The ATI comprehensive program is utilized throughout the students' enrollment in the nursing program at IOAH SON.
- The ATI comprehensive program includes books and online review modules with embedded media, online practice, and proctored testing over the major content areas in nursing.
- ATI tools assist students to prepare more intentionally, increase confidence, and improve familiarity with content and computerized NCLEX-PN® testing.
- The ATI comprehensive program is not used as *High Stakes Testing*. Students will not fail a class nor be denied advancement based on an ATI score alone.

How will ATI be used in the School of Nursing (SON)?

IOAH is committed to providing educational resources designed to assist nursing students to prepare and be successful on the NCLEX-PN® examination. These resources include:

- During the first quarter of the clinical core of the nursing program, students will complete the *Self-Assessment Inventory* and the *Critical Thinking Entrance* test. The *Self-Assessment Inventory* is not proctored and can be done outside of class on any computer with Internet access. This assessment helps students identify their learning styles and work habits. The *Critical Thinking Test* is a proctored diagnostic exam that is taken in the first and last quarters of the program to assess critical thinking progression.
- Participation in the *ATI Comprehensive Assessment and Review Program (CARP)* incorporates *Content Mastery Series Tests* throughout the curriculum, review modules, and the *PN Comprehensive Predictor Exam* prior to graduation. This program is intended to help students prepare systematically for the NCLEX-PN® and become familiar with the content and testing process. There are series of *Content Mastery Series Tests* that students take (listed in [Tables 1 and 2](#)). In addition, some of these *Mastery Tests* have practice tests. The practice tests have rationales provided to learn from the tests and will assure that students are ready to take the *Mastery Test*. Practice tests can be taken multiple times. It is important to know that these practice tests are available for students to complete in an independent study format. The *Mastery Tests* will be evaluated based upon the proficiency level students obtain as well as the plan for improvement students may need to complete.



- The *PN Comprehensive Predictor Exam*. This 180-item test offers an assessment of the student's comprehension and mastery of basic principles including fundamentals of nursing, pharmacology, adult medical-surgical nursing, maternal newborn care, mental health nursing, nursing care of children, nutrition, leadership, and community health nursing. The percentage of questions from all major NCLEX-PN® client needs categories (management of care, safety and infection control, health promotion and maintenance, psychological integrity, basic care and comfort, pharmacological therapies and parental therapies, reduction of risk potential and physiological adaptation) will be similar to the percentage of questions on the NCLEX-PN®. This test will generate the following data: Individual Score (% Correct), Predicted Probability to Pass NCLEX-PN®, National and Program Means, Individual Score (% Correct) within Content Topic Categories, topics to Review, and Individual Scores (% Correct) within an Outcome (Thinking Skills, Nursing Process, Priority Setting, NCLEX-PN® Client Need Categories, Clinical Topics).

How should students use their ATI materials?

ATI materials include soft cover review books, online review modules with embedded media, and Internet resources. Students can augment their learning by using these resources as a way to help study throughout the course. Students can use ATI materials after completing the assigned textbook reading to further prepare for class. Students who prepare for the tests and those who remediate will benefit most from this educational testing package. Students will also receive an 'online practice code' to complete non-proctored testing. In addition, students may need to complete a mastery online proctored test during certain nursing courses. See Tables 1 and 2. This proctored test will identify how the IOAH SON student did in comparison to other nursing students from around the country and help to diagnose strengths and areas for improvement in content areas.

When does ATI testing occur?

Students in the vocational nursing program will take *ATI Mastery Tests* pertaining to the major content areas throughout the curriculum. The ATI tests or tests will generally be given at the end of the nursing course. The test will be scheduled outside of lecture class time and the student is required to attend. Testing will take place on campus, will be proctored, and the testing schedule will be provided early in the course.

What is your proficiency level?

Expert professors from around the United States have agreed upon the ATI scores in each *Content Mastery Series Test* that relate to different levels of proficiency. IOAH SON uses the proficiency level to decide what if any plan for improvement may be necessary. Proficiency levels are defined below:

- *Proficiency Level 3*: Indicates students are likely to exceed NCLEX-PN® performance standards in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.
- *Proficiency Level 2*: Indicates a student is certain to meet NCLEX-PN® performance standards in this content area. Students are encouraged to engage in continuous focused review to improve their knowledge of this content.
- *Proficiency Level 1*: Indicates a student is likely to just meet NCLEX-PN® performance standards in this content area. Students must develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of knowledge of this content. Refer to *Plan for Improvement*.



What is the benchmark for ATI Content Mastery Scores and Testing?

- *Proficiency Level 2* will be recommended benchmark for all *Content Mastery Series Tests*.
- Students who do not achieve the recommended benchmark on the first proctored *Content Mastery Series Test* in a content area must complete a plan for improvement (see Plan for Improvement).
- Students who have not achieved at or above the benchmark may repeat the proctored test as part of their plan for improvement.

How can students prepare for Content Mastery Series Testing?

- Take the online non-proctored practice test. Students are only able to take an online non-proctored assessment once in a 48-hour period.
- Students can create focused reviews after completing online practice assessments.
- Students can complete application exercises from review modules for topics covered in class.

How can students remediate following an unsuccessful Content Mastery Series Test?

- The purpose of the plan form improvement is to correct or improve a deficiency in a specific content area that has been identified by the ATI *Content Mastery Series Test*.
- Students are encouraged, in conjunction with faculty, to develop a plan for improvement.
- See Mastery Assessment Algorithm.
- See Plan for Improvement.

What about the Focused Assessments?

There are *Focused Assessments* that address certain topic areas that students will take in nursing courses. For these *Focused Assessments*, students will only receive a percent score; the proficiency level is not reported. Students will have the rationale appear as they are taking this *Focused Assessment*. No practice tests or plan for improvement is required with these assessments.

What about the PN Comprehensive Predictor Exam?

- The *PN Comprehensive Predictor Exam* will be administered as indicated in Tables 1 and 2.
- Students achieving $\geq 82\%$ (probability of passing NCLEX PN®) will **not** be required to take a second test. A plan for improvement is required if the individual adjusted score is $< 82\%$ (probability of passing NCLEX PN®)
- See PN Comprehensive Predictor Exam Algorithm.

References

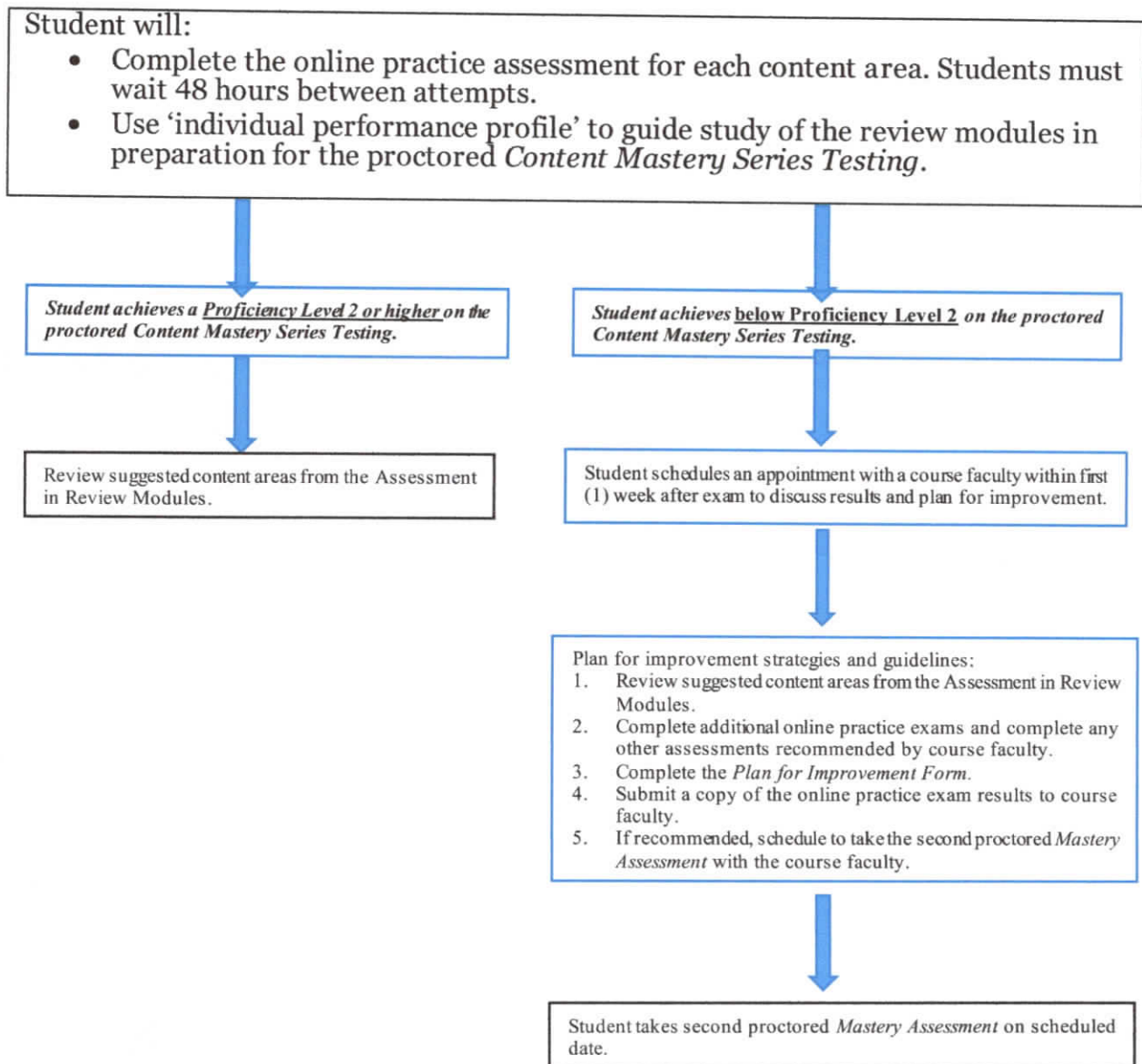
Assessment Technologies Institute, LLC (ATI). Retrieved from <http://www.atitesting.com>

NCLEX-PN® is a registered trademark of the National Council on State Boards of Nursing, Inc. (NCSBN)



Pre-Licensure Vocational Nursing Program Content Mastery Series Testing Algorithm

Adult Medical-Surgical, Community Health, Fundamentals of Nursing, Leadership in Nursing, Mental Health, Nursing Care of Children and Maternal Newborn, Nutrition, and Pharmacology.





Pre-Licensure Professional Nursing Program PN Comprehensive Predictor Exam Algorithm

Students will:

- Take the online practice assessment for each content area achieving a minimum of 82% probability of passing NCLEX-PN®
- Study the *Topics to Review* prior to taking the proctored assessment.
- Take proctored assessment bringing a copy of the score report from online non-proctored practice test as 'admission ticket'.

Student achieves $\geq 82\%$ probability of passing on proctored assessment.

Student may take optional second practice exam.

Student achieves $< 82\%$ probability of passing on proctored assessment.

Student must provide evidence of a plan for improvement prior to taking second proctored assessment.

Student takes second proctored assessment.

Student achieves $\geq 82\%$ probability of passing on second proctored assessment:

No additional plan for improvement is required.

Student achieves $< 82\%$ probability of passing on second proctored assessment:

Additional plan for improvement will be required.



THE INSTITUTE OF ALLIED HEALTHCARE

**Pre-Licensure Vocational Nursing Program
Assessment Technologies Institute Testing Policy Form**

Initial all and sign below:

_____ I have received a copy of and read the Assessment Technologies Institute (ATI) testing policy as well as the *PN Comprehensive Predictor Exam Algorithms*.

_____ I understand that it is my responsibility to utilize all the review modules, DVD's, and online resources available through the Assessment Technologies Institute's Comprehensive Assessment and Review Program.

Student Name (printed): _____

Student Signature: _____

Date: _____



THE INSTITUTE OF ALLIED HEALTHCARE

**Pre-Licensure Vocational Nursing Program
Focused Content Review**

TOPIC (Condition): _____

Presenting signs and symptoms:

Diagnosis (lab findings, diagnostic procedures):

Nursing diagnosis and interventions (prioritize):

Complications (signs/symptoms, lab values):

Client education (diet, what to monitor, what to report):



**Pre-Licensure Vocational Nursing Program
Assessment Technologies Institute Plan for Improvement**

ATI Assessment:

-
- The student and faculty will identify the topics to review.
 - The faculty has highlighted those topics on the individual performance profile that fell below the *Proficiency Level 2*.
 - The student will create a *Focused Content Review* report that will assist the student in identifying which topics need review (results tab).
 - The appropriate ATI materials and textbooks should be used to review the topics.
 - Additional opportunities for improvement recommended by the faculty.
 - Take the *Learning System* practice and/or final assessment (tutorial tab).
 - Practice assessments can be taken multiple times.
 - Student will schedule a second meeting with the faculty/advisor. A second proctored test may be scheduled.

Student's plan for improvement (list what you completed to improve your proficiency level):

Follow-up meeting (evaluation of student activities):

Student Name (printed): _____

Student Signature: _____

Date: _____

Faculty/Advisor Signature: _____