



**NURSING PROGRAM
STUDENT HANDBOOK
(LEVEL ONE)
2023-24**

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THE CONTENT IN THIS HANDBOOK SUPERSEDES THE COLLEGE AND STUDENT HANDBOOK

Statement of Disclaimer

The College reserves the right to change cost, curriculum, course content, calendar, and any other items contained herein as changing circumstances may dictate. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled at the College.

All formats, guidelines, and evaluation criteria as published in this handbook are subject to modification at the discretion of the nursing faculty for the purpose of meeting the specific requirements of the changing professional objectives of varying nursing courses. Such modifications will be published in the respective course syllabi and posted in the course management system for the class.

INTRODUCTION

The Nursing Program Student Handbook (Level One) has been developed to provide information about the nursing program; to clarify policies; and to foster communication between students and faculty. The College Catalog & Student Handbook contains additional College and program information and policies. The student is responsible for information contained in both documents.

GENERAL PROGRAM INFORMATION

APPROVAL AND ACCREDITATION

The Practical Nursing Program is approved by the Alabama State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. Mailing addresses, telephone numbers and web addresses for the Alabama Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. are:

Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Ave.
Montgomery, Alabama 36104
Telephone: 334-242-4060 or 800-656-5318
Fax: 334-242-4360
Website: <http://www.abn.state.al.us>

Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Telephone: 404-975-5000
Fax: 404-975-5020
Website: <http://www.acenursing.org>

PROGRAM ADDRESS AND PHONE NUMBERS

2080 College Road
Phil Campbell, AL 35581

800 George Wallace Boulevard
Muscle Shoals, AL 35661

Telephone: 256-331-6279 or 800-645-8967, ext. 6279
Fax: 256-331-6223

College Website: <http://www.nwscc.edu>

Program Website: <https://www.nwscc.edu/program-of-study/health-studies/nursing/practical-nursing>

AMERICANS WITH DISABILITIES ACT (ADA)

It is the desire of Northwest-Shoals Community College to comply with this Act. Following acceptance, any disabled student covered under this act may request reasonable accommodations by obtaining an Accommodations Request Form from ADA Coordinator's Office at 256-331-5262. The College will determine if the accommodations can be met.

NURSING ADMINISTRATION, FACULTY, AND STAFF

Office hours are posted on faculty office doors. Due to variations in daily faculty schedules, students are strongly encouraged to make an appointment.

Name	Title	Office	Number	Email
John McIntosh, MS	Dean of Workforce Development, Institutional Effectiveness, and Advancement.	Bldg. 100, Office <small>Shoals Campus</small>	256-331-5323	jmcintosh@nwscc.edu
Brittney Humphres, MSN, RN	Director of Nursing Education	OC 226 <small>Phil Campbell Campus Bevill 150 G Shoals Campus</small>	256-331-6207	bhumphres@nwscc.edu
C. Shea Thomas, MSN, RN	Assistant Director of Nursing Education/ Instructor	OC 216 <small>Phil Campbell Campus Bevill 150 G Shoals Campus</small>	256-331-6252	cthomas@nwscc.edu
Nursing Program Office		OC 225 <small>Phil Campbell Campus</small>		Fax # 256-331-6223
Shoals Campus Nursing Faculty Office		Bevill 163 <small>Shoals Campus</small>	256-331-8033	Fax # 256-331-8003
Jennifer Coman, MAED, MSN, RN	Instructor	OC 221 <small>Phil Campbell Campus</small>		jennifer.coman@nwscc.edu
Emily Davis, MSN, RN	Instructor	OC 206 <small>Phil Campbell Campus</small>	256-331-6270	emily.davis@nwscc.edu
Parris Ford, DNP, RN	Instructor	Bevill 171 <small>Shoals Campus</small>	256-331-5306	pford@nwscc.edu
Monica Hester, MSN, RN	Instructor	OC 228 <small>Phil Campbell Campus</small>	256-331-6237	mhester@nwscc.edu
Donna Jaynes, MSN, RN	Instructor	OC 227 <small>Phil Campbell Campus</small>	256-331-6221	dromans@nwscc.edu
Mark Simpson, MSN, NRP, RN, PHIC, CMAC (AMCA)	Instructor	Bevill 184 <small>Shoals Campus</small>	256-331-5435	msimpson@nwscc.edu
Rebecca Stewart, MSN, RN	Instructor	OC 207 <small>Phil Campbell Campus</small>	256-331-6256	rebecca.stewart@nwscc.edu
Nikki Thompson, DNP, RN, FNP-BC	Instructor	OC 205 <small>Phil Campbell Campus</small>	256-331-6249	nikki.thompson@nwscc.edu
Cindy Tice, MSN, RN	Instructor	OC 229 <small>Phil Campbell Campus</small>	256-331-6293	ctice@nwscc.edu
Cindy Tidwell, MSN, RN	Instructor	Bevill 169 <small>Shoals Campus</small>	256-331-5305	cindy@nwscc.edu
Mandy Winstead	Assistant to the Nursing Dept.	OC 224 <small>Phil Campbell Campus</small>	256-331-6279	mwinstead@nwscc.edu
Campus Security (Phil Campbell)			256-331-6304	Cell Phone: 256-417-4731
Campus Security (Shoals)			256-331-5415	Cell Phone: 256-417-6675

COMMUNICATING WITH NURSING FACULTY

Nursing faculty may be contacted by telephone or NW-SCC e-mail. Include the following information when corresponding with faculty via NW-SCC e-mail: your name, current course enrollment, and a professional verbal or written message. To reach faculty by phone, please dial directly to the faculty member's office. Responses to student emails and voicemail messages will be made as timely as possible, at least within 72 hours, with the exceptions of weekends, holidays, and when the College is officially closed. Often, faculty may be able to respond more quickly but due to other teaching responsibilities, it may take up to 72 hours. Students should wait until the completion of the 72 hours prior to contacting another instructor. Mass emailing (including multiple instructors within one student correspondence) nursing instructors should also be avoided.

COMMUNICATING WITH STUDENTS

Pertinent information from the Program Director and faculty is posted on each nursing course's learning management system (LMS) site "Announcements forum". When communicating via the course message board, use of all caps indicates that the sender is shouting. Students are accountable for their communication; therefore, anonymous messages will be deleted. Please check for messages regularly.

Students are required to provide the nursing program with current contact information that includes the student's name, address, home/cell phone number(s), work phone number, e-mail address, and the name, address and phone number of an individual to contact in case of an emergency. All nursing students must link their LMS account to their NW-SCC e-mail address. The NW-SCC e-mail address is the e-mail address that must be used by NW-SCC nursing students in all communications with nursing faculty and staff. [Listing a work number grants permission to contact the student at work.](#)

This information is confidential and maintained for internal nursing department use. It is not released to any other individual. Failure to maintain current student contact information can result in a student not receiving important information about class or clinical.

NATIONAL STUDENT NURSES' ASSOCIATION

The program offers students the opportunity to join the National Student Nurses' Association (NSNA). The mission of NSNA includes development of leadership skills and promotion of high standards of nursing care including accountability and patient advocacy. Membership is voluntary and includes an annual fee.

NURSING CLUB

All students enrolled in the nursing program are members of the Nursing Club. There are no membership dues; however, students may be required to pay some money according to the monetary needs of the class. The class representative and/or alternate will serve as the leader of the Nursing Club.

CLASS REPRESENTATIVE

Freshman (Level I) students will elect a class representative and alternate near midterm of the second semester. These individuals should be selected carefully because they will serve until graduation. Qualifications include membership in Level I class with sufficient interest and time to handle the demands of the positions. These demands include:

- Work with the nursing faculty in program development and evaluation via input from class members
- Attend faculty meetings to present class concerns and discuss current issues
- Coordinate class commencement, graduation photograph and pinning ceremony
- Represent the program at the Student Leadership Council Meeting
- Other duties assigned by the Program Director

Students who wish to run for representative should notify the Program Director during the first three weeks of the second semester. Students may "campaign" up to the day of the election. Each candidate is expected to make a short presentation to the class prior to the election. The class representative title or position may be removed at any time at the discretion of the Program Director.

STUDENT GOVERNMENT ASSOCIATION (SGA)

There is a SGA on the Phil Campbell Campus. To learn more about participating in SGA activities, please contact the Phil Campbell Student Life Specialist at (256) 331-6239.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA, 1974)

Under FERPA, the student maintains certain rights related to one's educational record. The student is referred to the Academic Procedures and Requirements section in the College Catalog for detailed information regarding this act. Of particular interest may be Section D. Public Information. The nursing program faculty, staff, and administration have a legitimate education interest to all nursing students' records to effectively evaluate progression through the nursing program.

**Alabama Community College System
Nursing Program Mission/Philosophy
2016**

Mission - The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

Philosophy - We believe that nursing is a dynamic profession, blending science with the use of evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Competencies – NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

Human Flourishing- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

Patient-Centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs. (QSEN def)

Nursing Judgment- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)

Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)

Professional Identity- Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

Spirit of Inquiry- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

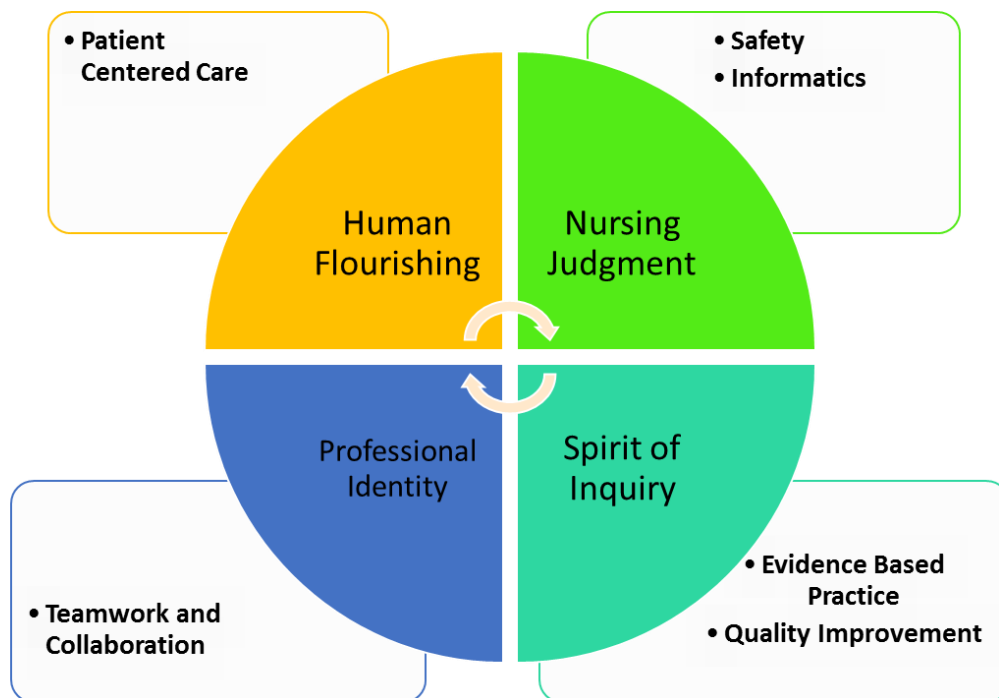
Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)

Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

ACCS CONCEPTUAL FRAMEWORK

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care to an ever-changing health care delivery system. Each competency includes knowledge, skills, and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.



Program Purpose

Students in Level One are those in the first three semesters of the nursing program. Upon completion of the first three semesters of the nursing program, each student will be awarded a Practical Nursing Career Certificate. The Purpose of the Practical Nursing Career Certificate is to:

1. Prepare entry level Licensed Practical Nurses (LPNs) to deliver safe, competent care to patients of all ages who have common health problems
2. Foster learning as a life-long process to remain competent
3. Prepare entry level Licensed Practical Nurses who contribute to society as citizens and members within the discipline of nursing
4. Provide education at the LPN certificate level, forming a basis for entry into the Associate Degree level of Nursing

PROGRAM OUTCOMES

1. Performance on Licensure Exam

The most recent annual licensure examination pass rate or the mean pass rate for three most recent years must meet at least one of the following based on the total number of test-takers:

- 80% or greater for all first-time test-takers; or
- 80% or greater for all first-time test-takers and repeaters; or
- at or above the national mean based on the nursing program type.

2. Program Completion

At least 45% of the students admitted will graduate on time (3 semesters) beginning with the first required nursing course.

3. Job Placement

At least 35% of the graduates will be employed one year after graduation in a position for which the program prepared them.

Level I PN End-of-Program Student Learning Outcomes (Graduate Competencies)

1. Human Flourishing

Promote the human dignity, integrity, self-determination, and personal growth of patients, and members of the health care team (NLN, 2010).

2. Patient-Centered Care

Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).

3. Nursing Judgment

Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).

4. Informatics

Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).

5. Safety

Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).

6. Professional identity

Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).

7. Teamwork and Collaboration

Function competently within own scope of practice as a member of the health care team (QSEN, 2012).

8. Spirit of Inquiry

By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).

9. Quality Improvement

Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).

10. Evidence-Based Practice

Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).

PROGRAM POLICIES

GRADUATION FROM THE PROGRAM

Candidates for the Practical Nursing Certificate must complete the prescribed general education course requirements, plus 25 hours in nursing for a total of 45 semester hours with a minimum cumulative GPA of 2.0 at NW-SCC. Program completion and certificate conferral are separate considerations from licensure as a Practical Nurse. The graduate is eligible to apply to the Alabama or other state Boards of Nursing for PN licensure.

LICENSURE EXAMINATION

Program completion does not guarantee the right to take the licensing examination. The graduate may be eligible to apply to a selected Board of Nursing to sit for the Practical Nurse licensure examination (NCLEX-PN). Graduates who wish to be licensed in another state should contact that state's Board of Nursing for information about the application process early in the last semester or before. Specific licensure eligibility requirements are found in the Administrative Code of the Alabama Board of Nursing at <http://www.abn.alabama.gov>. Information about applying for the licensure examination will be given to the student by the instructor in the last semester. NCLEX-PN information can be accessed at <http://www.pearsonvue.com>.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA, 1996)

The students of Northwest-Shoals Community College nursing programs will be instructed on the HIPAA Act prior to attending the first clinical experience at health care agencies. Following this instruction, the student will sign a Confidentiality Statement agreeing to comply with this Act. This signed statement will be kept in the student's file and covers the entire program. A copy of the statement will be provided to clinical agencies upon request. In addition, students will participate in any HIPAA presentations required by individual health agencies. **Failure to sign the statement will cause the student to be ineligible to attend clinical experiences. A breach of confidentiality and its consequences are covered under the Unsatisfactory Behavior Policy.**

PROFESSIONAL LIABILITY INSURANCE

Students are required to purchase professional liability insurance through the Nursing Program. The fee is paid at registration of the first semester, any semester in which a student is readmitted or reinstated to the program, and yearly. **The blanket policy provides coverage only for incidents occurring during required clinical and it expires at graduation regardless of when purchased.**

ACCEPTABLE DOCUMENTATION: Submitting to the program clerk or other designated person, a copy of each receipt showing proof of payment of liability insurance. **Failure to comply with the professional liability insurance policy will result in suspension from the clinical area and a subsequent unsatisfactory behavior evaluation.**

NO COMPENSATION POLICY

During clinical components at health care facilities, students provide direct patient care under the supervision of a clinical instructor/preceptor. Students must understand that clinical components are required, and that the student is not due compensation from any health care facility or the College. Students will be required to sign a contract with Northwest-Shoals Community College regarding this policy.

PERSONAL ELECTRONIC DEVICES

Each student has the right to attend class without the disruption of ringing cell phones, pagers, or other communication devices. These instruments should be left in the student's vehicle, or if brought to class, turned off, or at minimum, placed on silent and placed in a purse or backpack. Text messaging during class is disruptive to other student's learning; disrespectful to the instructor, and is strictly prohibited. If a call is expected during class time (emergency, sick child, etc.) the student should sit in a location for easy exit from the classroom. No cell phones, laptops/tablets, pagers, or other electronic devices are allowed on one's person during clinical rotations. All emergency communication should be directed to the clinical instructor.

INVASIVE PROCEDURE POLICY

Students in the Northwest-Shoals Community College's nursing program are legally responsible and accountable for all their actions while providing care to patients. Student performance in the clinical area must always be guided by concern for patient safety. In the interest of patient safety, the performance of any invasive procedure requires expressed permission from the instructor and the direct observation of the clinical instructor or the instructor's designee. An invasive procedure is defined as any procedure that involves inserting anything into a body opening (including medication), creating an opening into the body, or removing anything from a body opening. Students found to be in violation of this policy will be immediately dismissed from the clinical setting and will be dismissed from the nursing program due to unsafe practice. Students will be required to sign a form regarding this policy.

CARDIOPULMONARY RESUSCITATION (CPR)

Cardiopulmonary resuscitation (CPR) course completion at the Basic Life Support (BLS), Health Care Provider level from the American Heart Association is required prior to the first clinical day. A current CPR card must be maintained throughout the program. Students are not permitted to attend clinical with an expired CPR card. It is the student's responsibility to update at the appropriate time. Students are encouraged to re-certify early and not let the certification expire. A copy of the new card must be submitted to the assistant to nursing department **prior** to the expiration date. **Failure to comply with the cardiopulmonary resuscitation (CPR) policy will result in suspension from the clinical area. (See Clinical Absence Policy, which applies to such situations.)**

INCLEMENT WEATHER POLICY

Announcements will be made by 6:00 AM for day classes and by 4:00 PM for evening classes. Students should listen for closing announcements on local radio and TV stations listed below.

RADIO	
WLAY Radio, Shoals Area	100.3 FM & 1450 AM
WVNA Radio, Shoals Area	105.5 FM & 1590 AM
Star 94 WMSR Radio, Shoals Area	94.9 FM
WQLT, WXFL, WSBM Radio, Shoals Area	107.3, 96.1 FM, & 1340 AM
WJBB Radio, Haleyville	92.7 FM & 1230 AM
WERH Radio, Hamilton	92.1 FM & 970 AM
WHIY Radio, Moulton	1190 AM
WGOL Radio, Russellville	920 AM
TELEVISION	
WAAY TV (ABC)	Channel 31
WAFF TV (NBC)	Channel 48
WHNT TV (CBS)	Channel 19

If there is any doubt on the closing of the school, please call 256-331-5200 for a pre-recorded message on the status of the college. In addition, NW-SCC provides the Patriot Alert system which automatically alerts students of closings due to weather or unforeseen circumstances if contact information is provided to the college.

In the event that the college is closed for day classes on either campus, all scheduled day clinicals are canceled. If the college is open for evening classes, evening clinicals will be held. The starting time of the evening clinical may be adjusted to accommodate changing weather conditions. Since students reside in various locations with differing weather patterns and road conditions, it is the ultimate responsibility of each student to determine if he or she can travel safely to and from the clinical site. If clinical is canceled due to inclement weather, every effort is made to notify students prior to the start of clinical.

THE ACCS NURSING PROGRAM ELIGIBILITY CRITERIA

The ACCS endorses the Americans' with Disabilities Act (ADA). In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the eligibility criteria delineated for the program with or without reasonable accommodations. The program and/or affiliated clinical agencies may identify additional eligibility criteria. The program reserves the right to amend the eligibility criteria as deemed necessary. In order to be admitted and to progress in the program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the eligibility criteria with or without reasonable accommodations. The eligibility criteria delineated are those deemed necessary the ACCS health studies programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the nursing program and may vary from reasonable accommodations made by healthcare employers. The eligibility criteria delineated below are necessary for program admission, progression and graduation and for the provision of safe and effective care. The eligibility criteria include, but are not limited to, the ability to:

- Sensory Perception
 - Visual
 - Observe and discern subtle changes in physical conditions and the environment
 - Visualize different color spectrums and color changes
 - Read fine print in varying levels of light
 - Read for prolonged periods of time
 - Read cursive writing
 - Read at varying distances
 - Read data/information displayed on monitors/equipment
 - Auditory
 - Interpret monitoring devices
 - Distinguish muffled sounds heard through a stethoscope
 - Hear and discriminate high and low frequency sounds produced by the body and the environment
 - Effectively hear to communicate with others
 - Tactile
 - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
 - Olfactory
 - Detect body odors and odors in the environment
- Communication/ Interpersonal Relationships
 - Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - Work effectively in groups
 - Work effectively independently
 - Discern and interpret nonverbal communication
 - Express one's ideas and feelings clearly
 - Communicate with others accurately in a timely manner

- Obtain communications from a computer
- Cognitive/Critical Thinking
 - Effectively read, write and comprehend the English language
 - Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
 - Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - Satisfactorily achieve the program objectives
- Motor Function
 - Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - Maintain balance from any position
 - Stand on both legs
 - Coordinate hand/eye movements
 - Push/pull heavy objects without injury to client, self or others
 - Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - Walk without a cane, walker or crutches
 - Function with hands free for care and transporting items
 - Transport self and client without the use of electrical devices
 - Flex, abduct and rotate all joints freely
 - Respond rapidly to emergency situations
 - Maneuver in small areas
 - Perform daily care functions for the client
 - Coordinate fine and gross motor hand movements to provide safe effective care
 - Calibrate/use equipment
 - Execute Movement required to provide care in all health care settings
 - Perform CPR and physical assessment
 - Operate a computer
- Professional Behavior
 - Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
 - Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - Handle multiple tasks concurrently
 - Perform safe, effective care for clients in a caring context
 - Understand and follow the policies and procedures of the College and clinical agencies
 - Understand the consequences of violating the student code of conduct
 - Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - Meet qualifications for licensure/certification by examination as stipulated by the respective program
 - Not to pose a threat to self or others
 - Function effectively in situations of uncertainty and stress inherent in providing care
 - Adapt to changing environments and situations
 - Remain free of chemical dependency

- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide care in an appropriate time frame
- Accept responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the eligibility criteria.

Requests for reasonable accommodations should be directed to: ADA Coordinator's Office at 256-331-5262

Note: All students must submit to an **annual** background check prior to registering for a program/course in the Nursing Department at Northwest-Shoals Community College.

BACKGROUND CHECK POLICY

Northwest-Shoals Community College is contractually obligated to comply with requirements set forth by agencies used for on-site clinical training at those respective clinical agencies. Background checks will be conducted by one private vendor approved by the Division of Health Studies. Background checks done by any vendor or agency that is not approved will not be accepted. Background check results should be completed **by the date indicated by the respective Health Studies Program**. Students who have been out of a Health Studies program sequence for one year or more must update his/her background check, at the student's expense.

Each student shall contract directly with the approved vendor for his/her background check. The Program Director or his/her designated agent (e.g., Clinical Coordinator, Program Level Liaison, or etc.) will have access to the specific results and provide the clinical agency(ies) with the results of the background check to make the decision to approve or deny the student for clinical privileges. Program Directors, Program Level Liaison, Clinical Coordinators, and College Administration will also have access to specific results of the background check. Some clinical settings may continue to require a separate background check, including fingerprints. **The cost of the background check required by the Health Studies Division is the responsibility of the student. Each program will disclose to students the cost associated with the background check.**

The student confirms that he/she understands that in preparing for participation in a clinical rotation at a clinical agency an investigative consumer report will be conducted to obtain and verify information relating to his/her past activities and background. Information may include but shall not be limited to a seven-year county criminal history check, Alabama statewide search, FACIS Level 1 (OIG, GSA and OFAC's Specially Designated Nationals), National Public Sex Offender Registry and any data provided on the application for a background check.

The student hereby authorizes the approved vendor to release a report to **Northwest-Shoals Community College** of the results of the requested background investigation in addition to the clinical agency or agencies to whom a report is issued. The student also authorizes Northwest-Shoals Community College to release the report to any clinical agency.

The student also authorizes the appropriate individuals, companies, institutions or agencies to release truthful and accurate information to the vendor conducting the background check and release them from any liability or damages that may arise from such inquiries or truthful and accurate disclosures.

The student hereby voluntarily and without limitation releases Northwest-Shoals Community College, The State of Alabama, The Alabama Department of Postsecondary Education, The State of Alabama Board of Education, and all officials, agents, representatives, and employees of each of them respectively, from any claim of liability or damages which might otherwise accrue to me under the law in connection with the Northwest-Shoals Community College Division of Health Studies Background Check Policy.

The student authorizes the approved vendor to obtain and verify information relating to the student's past activities and background and create a report of its findings. A copy of the report will be sent to the student upon completion. The student also has a right under the "Fair Credit Reporting Act" to obtain an additional copy of this report by providing proper identification and directing a written request to **Verified Credentials Incorporated, 20890 Kenbridge Court, Lakeville, MN 55044. 1-888-671-1238.** If any information is found that would negatively affect the student's progression in the program, the

Background Check Policy (cont'd)

student will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials. If the student has any questions, please contact Patient Services at 800-938-6090. Neither the College nor the Clinical agency(ies) will be involved in the dispute. While the matter is in dispute, the student may continue in class but not in clinical rotations.

The student hereby certifies that all the statements and answers set forth on the application form are true and complete to the best of the student's knowledge and belief, and the student understands that if any statements and/or answers are found false or the information has been omitted, such false statements or omissions may result in the student's disqualification from participation in the clinical rotation. The student further understands that **Northwest-Shoals Community College does not guarantee the admission of any student to a clinical affiliate site.** Refusal of a respective clinical agency to accept a student will prevent a student from completing the Health Studies program.

The student understands that if the student has a positive Background Check and is denied access to clinical learning experiences at the clinical affiliate(s), that the student will be dismissed from the program. A grade of "D" will be recorded for the course(s) if the student does not officially withdraw. Dismissal from any program within the Health Studies Division will prohibit entrance into other programs within the Health Studies Division.

The student further understands that if anything occurs while in the Health Studies program that may potentially affect his or her background check, the student is to notify the respective Program Director within seven (7) calendar days of the event/occurrence. Failure to comply with this provision will result in immediate dismissal from the program. A grade of "D" will be recorded for the course(s) if the student does not officially withdraw. The Program Director or his/her designee reserves the right to require an additional background check at the student's expense any time there is reasonably suspicioned need

Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of "D" will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, he/she should meet with the respective Program Director. A determination will be made regarding if the student will be allowed to proceed with the background check. No student will be allowed to attend the clinical experience until the full background check process is completed.

Results of the Background Check

All components of the background check must be completed prior to assignment of any clinical assignment and annually thereafter. Results of the background check will be sent to the Program Director and/or to the designated agent(s) for each respective health studies program.

The student with a background check that renders them ineligible for a clinical rotation will be informed of the results by the Program Director or the designated agent and/or background check vendor.

Background Check Policy (cont'd)

Students with a background check that indicates ineligibility will be denied assignment to a clinical facility. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize that health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. If any clinical agency indicates a student is ineligible to attend the facility for a clinical experience based upon the background check, the student will be considered ineligible to attend any other clinical agency. Clinical facilities must and will have the discretion and authority to make the final decision regarding the eligibility of any student to participate in a facility clinical experience.

The following guidelines will be utilized by the Health Studies Division to determine initial eligibility for clinical assignments.

Students convicted of crimes such as the following generally will not be suitable for referral:

1. Crimes against the person (such as battery or assault)
2. Crimes based on dishonesty or untruthfulness (such as theft or embezzlement)
3. Drug and other substance abuse-related crimes.

Students will be denied clinical experiences if the background check reveals:

- any misdemeanor less than 2 years old that meets #1, #2, or #3 as listed above
- a felony conviction less than 5 years old
- a felony conviction that is a crime against a person such as battery or assault.

Students will be considered a candidate on a case by case basis if the background check reveals:

- Any felony that is #2 or #3 as listed above AND more than 5 years old
- Multiple misdemeanors regardless of length of time since offense.

Students will generally be considered eligible for clinical experiences if the background check reveals:

- No history of criminal offenses
- Misdemeanors for expired or failure to get hunting or fishing licenses
- Misdemeanors for traffic or moving violations (excluding DUI)
- Any misdemeanor over 2 years old.

Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the respective health care program due to the inability to complete required clinical experiences. A grade of "D" will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by the Program Director or designated agent as to the eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be available to the clinical affiliates upon request for any student assigned to the agency for clinical experiences. Additionally, the student's background check results may be potentially used in legal, disciplinary, and/or appeal actions.

Substance Abuse Policy/Drug/Alcohol Screening Policy

I. Required Adherence to College's Drug-Free Campus and Work Place Policy

The College is committed to maintaining a drug and alcohol-free workplace and academic environment; therefore, the use of illegal drugs and the unauthorized use of alcohol by members of the College will not be tolerated. Accordingly, the College has adopted a Drug-Free Campus and Work Place Policy that requires students attending or participating in College-sponsored activities to do so free from the presence of illegal drugs and/or the unlawful possession or use of alcohol. All Division of Health Studies students must become familiar with and comply with this College-wide policy, which applies to behavior that occurs not only on the College campus, but also on property owned or controlled by the College and at College-sponsored or College-supervised activities, such as student Health Studies activities at affiliating clinical agencies. In addition, all students are subject to all applicable federal, state, and local laws addressing illegal drug and alcohol use, as well as in the College's Student Code of Conduct. Possession, distribution, or the use of drugs and alcohol is prohibited. The Division of Health Studies Substance Abuse Policy and Drug/Alcohol Screening Policy, as described below, is intended to complement the College's Drug-Free Campus and Work Place Policy.

II. Purpose of Substance Abuse and Drug/Alcohol Testing Policy

For obvious health and safety concerns, students must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of Health Studies students in a health care setting, poses an unacceptable risk for patients, colleagues, the College, and affiliating clinical agencies. In addition, as stipulated by health care agencies with which Northwest-Shoals Community College Division of Health Studies contracts for clinical experience, students must abide by the policies established by these agencies relative to drug screening and any subsequent revisions to these policies in order to participate in clinical experiences at the agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical because students spend a considerable amount of time learning patient care in a variety of clinical settings. The Division of Health Studies recognizes its responsibility to endeavor to provide a safe, efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during students' clinical experiences in their facilities. This policy includes annual drug screening, random drug screening, and reasonable suspicion drug screening. Students may be screened for a variety of substances by buccal swab, urine, and/or other methods selected by the testing or clinical agency. Substances included in the drug screening include, but are not limited to amphetamines, barbiturates, benzodiazepines, cocaine, opiates, methadone, marijuana, creatinine, ecstasy, oxycontin, and alcohol. Therefore, the following policy has been adopted to:

- A. Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the College's Drug-Free Campus and Work Place Policy, or b) which may subject the involved student, other individuals, and the College to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the educational programs are conducted;
- B. Identify students in the division who may have a drug or alcohol-related impairment or conviction that may impact their ability to learn safe care practices or that may create unacceptable risks for the College or clinical agencies in which students have clinical experiences;

- C. Cooperate with affiliating clinical agencies by requiring students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate Division of Health Studies officials; and
- D. Require all students enrolled in the Division of Health Studies to submit to mandatory drug testing based upon reasonable suspicion of substance abuse.
- E. Definitions of Terms Used in Policy
1. Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for detecting a drug or alcohol.
 2. Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
 3. Impaired means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor, and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.
 4. Student means any individual enrolled in any program of the Health Studies Division.
 5. Reasonable suspicion means that evidence which forms a reasonable basis for concluding it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.
 6. Substance abuse means (a) the manufacture, use, sale, purchase, distribution,

transfer, or possession of an illegal drug by any Health Studies student while on College or affiliated clinical site premises or while participating in any College or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the College or clinical agency, by any Health Studies student while on College or affiliated clinical site premises or while participating in any College- or affiliated clinical site-sponsored or related activity, including any Health Studies-related course or clinical training activity; and (c) a Health Studies student's use of alcohol or any drug in such a way that the student's performance in any Health Studies course, including activities at any clinical site, is impaired.

III. Policy Requirements

A. Drug and Alcohol Proscriptions and Duty to Notify of Drug/Alcohol Convictions

1. Substance abuse as defined in this policy or a violation of any term of the College Substance Abuse Prevention Policy, Health Studies Division Substance Abuse Policy and Work Place Policy while engaged in any clinical experience is strictly prohibited. All students enrolled in Division of Health Studies courses or programs are required to abide by these rules when reporting to health studies related courses and clinical experiences and while at affiliating clinical agencies (including parking lots and grounds). Health Studies students who violate these rules will be deemed unable to meet the eligibility criteria of the Health Studies curriculum and will be dismissed from the program. **Dismissal from any program within the Health Studies Division will prohibit entrance into any program within the Health Studies Division for a period of five (5) years. Should a student be dismissed a second time due to violation of this policy, the student will be permanently dismissed from the program and be deemed permanently ineligible to enter any program within the Health Studies Division.**
2. Under no circumstance should Health Studies students participate in health studies related courses or clinical activities while they are impaired.
3. Health Studies students determined by appropriate Division of Health Studies officials to have violated these proscriptions will be dismissed from the Health Studies Division programs.
4. A violation by any Health Studies student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the Health Studies Division programs. A Health Studies student who fails to notify the respective Program Director within five days of an administrative action or legal conviction for any such violation will be subject to dismissal from the Health Studies Division programs.

B. Required Disclosure of Drug Use/Non-Use for Students in the Health Studies Division

1. Students in a Health Studies Division program will be required to provide (among all other items of information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein. Further, he or she must indicate any legal convictions pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or

any other chemical substance; and the consequences of any such conviction(s).

2. Whenever a Health Studies student's academic (classroom/laboratory) or clinical performance is impaired, the College reserves the right to require the student to submit to drug testing.
3. Failure to provide the above-required information, past legal convictions for activities related to illegal or legally controlled substances, and/or information or evidence that reasonably establishes a past pattern of chemical substance abuse will be grounds for dismissal from the Health Studies program. However, prior legal convictions related to chemical substances will be considered along with all other information pertaining to the individual, and will not produce automatic dismissal from the program. Discovery that false or fraudulent or misleading information was provided prior to matriculation will be grounds for dismissal from the program.

C. Student's Agreement to Submit to Drug Testing and Consent to Release of Test Results to College Officials

The College Catalog and Student Handbook for each Health Studies Program inform students enrolled in the Division of Health Studies that participation in drug screening is a program requirement. Students will have access to a copy of the Drug Screening Policy upon admission into the respective Health Studies Program.

Pre-clinical drug screening for incoming freshman students will be conducted in the first semester prior to the first clinical experience. For sophomore students, the annual drug screening will be conducted during the fall semester of the second year. Drug screening for readmitted students will be conducted during the semester of re-entry.

Drug screening is conducted by a drug testing agency designated by the Division of Health Studies at a cost of \$40 per student per screening (subject to change). The drug screening fee must be paid in advance, at registration, on either campus in the Cashier's office. Should the fee not be included with registration, it is the student's responsibility to pay the fee in advance at the cashier's office. Students must submit a copy of the receipt to the office clerk, secretary, or designee for the respective Health Studies Program, if applicable.

All students accepted for admission will be required to complete a consent form for drug screening the first semester in the Health Studies program and annually in the fall (additional semesters as deemed necessary by the Program Director. Readmitted students will be required to complete a consent form for drug screening during the semester of re-entry.

On this form the student must list all medications taken. Medications are subject to verification by a member of the Health Studies Division. The student is responsible for presenting current prescription bottles or a signed prescription listing provided by an authorized pharmacy. Students utilizing a sample prescription must have a clearly documented written prescription for the medication displaying an appropriate prescription date and expiration. The prescribing physician or healthcare provider must indicate the reason the student is utilizing each medication on the physical examination form. Medications added after the initial submission must also include documentation indicating the reason the student is utilizing the medication. These signed consent forms will be maintained on file in each program.

1. For all affiliating clinical agencies which require Health Studies students to be subject to the agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student may be impaired or is or has been engaged in substance abuse as

defined herein), the student may be tested in accordance with the affiliating agency's policies.

2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the Health Studies student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the Division of Health Studies and/or other appropriate College of Health Studies officials. Failure to sign such consent shall be grounds for non-placement at an affiliating clinical agency and may result in a dismissal from the program.
3. The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student. Neither the College nor the Health Studies Division, or any of its officers or employees, shall absorb drug/alcohol testing costs arising out of any Health Studies student's placement at an affiliating clinical agency.
4. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences. The respective Program Director of Health Studies Division will notify a student who has a positive drug test. If a student tests positive for a prescribed drug, however, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
5. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore, progression in the program will not be permitted.

D. Reasonable Suspicion Drug Testing Requested by Health Studies Division Personnel

1. Any Health Studies student who demonstrates behavioral changes (classroom, laboratory, or clinical setting) reasonably suspected to be related to substance abuse as defined herein will be subjected to testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or the clinical agency. The Health Studies faculty member's request to drug test will be documented and may be based on a variety of factors, including but not limited to:
 - i. Observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug.
 - ii. Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance.
 - iii. Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
 - iv. Substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.
 - v. The Drug Testing Procedure set forth below will be followed if this mandatory reasonable suspicion drug testing is requested by Health Studies officials, including faculty members or clinical instructors:
 1. Drug tests will be arranged by the respective Program Director, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the student.
 2. Tests will be conducted by a qualified laboratory in accordance

with established methods and procedures. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the collection of the testing sample, securable containers if applicable, and chain of custody procedures that ensure that the samples identified to a Health Studies student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of the sample is done in accordance with reasonable and accepted medical standards.

3. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.
4. Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's college records in the Health Studies Division.
5. The respective Program Director will be notified of all test results, whether initiated or requested by the clinical agency or by College personnel.
6. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.
7. A Health Studies student will be dismissed from the Health Studies program if a) the student refuses to submit to drug testing based upon reasonable suspicion; or b) a student's drug testing results are positive.
8. Licensed Health Studies students who have a positive drug screen or refuse to submit to drug/alcohol testing based upon reasonable suspicion or who have positive drug test results will also be reported to the appropriate licensing agency.

E. Student Self Disclosure of Prohibited Substance Use

A student who self-identifies using a prohibited substance will be considered as having a positive screening and will be dismissed from the Health Studies Division program.

F. Confidentiality

All drug testing results will be treated by The Division of Health Studies as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. However, the student agrees that the respective Program Director and the President or his/her designated Administrative Officer may discuss test results with personnel from a licensing agency,

rehabilitation agency, treatment agency, clinical agency, or healthcare provider involved currently or previously in the care of the student. The College and the Health Studies Division shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

IV. Admission/Readmission/Reinstatement to a Health Studies Program after Positive Drug Test

A student who has a confirmed positive test on an initial drug screening, random drug screening, or reasonable suspicion screening is ineligible for admission/readmission to any health program offered by Northwest-Shoals Community College until a period five (5) years lapses from the time of the confirmed positive test. **Should a student be dismissed a second time due to a confirmed positive test, the student will be permanently dismissed from the program and be deemed permanently ineligible to enter any program within the Health Studies Division.**

V. Random Drug Screening

Health Studies programs may conduct random drug screenings anytime at the student's expense.

VI. Procedure for Annual and Random Drug Screening

- A. Students will have paid for the screening, submitted the receipt, and the signed consent for drug screening form to the respective program if applicable.
- B. Students must present their College ID or state issued identification when reporting for drug screening at the designated time and place.
- C. Students failing to report for screening at the designated time must contact the respective Program Director within 24 hours following the designated time and date of the scheduled screening. The respective Program Director will determine the disposition of the student.
- D. Results of the drug screening will be made available to the respective Program Director at Northwest-Shoals Community College.
- E. Students will, whenever reasonably possible, be informed of a positive screening result by the respective Program Director within ten (10) business days of the respective Program Director receiving the results.
- F. If the drug screen is positive, students may elect to have the positive screen retested at an additional cost to the student of \$75. The student must submit the request in writing. If this request is not made within 24 hours of learning about the positive result, the initial screening result will be considered confirmed. Upon receipt of written request to the Program Director or designated person for a retest, the respective program will notify the designated testing agency of the request.

VII. Procedure for Reasonable Suspicion Screening

When the instructor or agency personnel perceive behavior that may indicate use/abuse of drugs or alcohol, the following procedure will be followed:

- A. Instructor/agency personnel will remove the student from the patient care, assigned work area, or classroom/laboratory and notify the Director of the designated Health Studies Division program and the clinical agency supervising personnel (if in a clinical agency).
- B. The student will be asked to submit to drug screening according to the College or agency policy at the student's expense.

- C. If the student admits to alcohol or drug use, he/she will still be required to submit to drug screening.
- D. If a student refuses “reasonable suspicion” testing, the instructor/clinical instructor will remove the student from the classroom, laboratory or clinical setting pending a full investigation. Any refusal of a drug screen will be considered a positive drug screen and the student will be subject to the same consequences of having received a positive drug screen as previously stated.
- E. After testing, the student/instructor will call for assistance with transportation. The student will not be allowed to drive. If the student fails to cooperate, Campus Security and/or law enforcement agency will be contacted.
- F. The student is removed from the clinical component until the results of the drug screening are known and/or confirmed. The student may attend lecture and laboratory during this time. All missed clinical hours must be made up in the case that the drug screen is negative.

VIII. Outcomes of Drug Screening

A positive drug screening result will prohibit students from attending any required clinical component until the positive screening result is either confirmed or refuted. Students will be allowed to attend the lecture and laboratory components while the confirmation process is ongoing.

Confirmed positive test – the student must withdraw from the respective health program. If the student fails to withdraw or the result occurs during the period exceeding the allotted withdrawal period, all courses with a clinical component would have a grade of “D” assigned to the course. A positive drug screen will result in dismissal from all health programs; ineligibility for admission to other health programs offered by Northwest-Shoals Community College until a period of five (5) years lapses since the positive test; and forfeiture of any allied health scholarships. Health programs include any program of the Health Studies Division. **Should a student be dismissed a second time due to a confirmed positive test, the student will be permanently dismissed from the program and be deemed permanently ineligible to enter any program within the Health Studies Division.**

If the student has a certificate or license from an agency, the positive drug screen will be reported to the respective agency or agencies.

Students will, whenever reasonably possible, be informed of a positive screening result by the respective Program Director within ten (10) business days of receiving the results.

Following a reasonable suspicion screening, if the result of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the respective Program Director within 24 hours of learning the test results to discuss the circumstances surrounding the impaired clinical behavior and the conditions required for the student’s return to clinical. Medical evaluation may be required to rule out medical causes for the behavior before the student can return to clinical.

If the result of a drug/alcohol screening is positive the student may elect to request the screen be retested. The retest is an additional cost to the student of \$75. If this request is not made in writing within 24 hours of learning about the positive result, the initial screening result will

be considered confirmed.

IX. Additional Information

Drug screening programs suggested or required by the Alabama Board of Nursing, Northwest-Shoals Community College, and/or various Agencies with which the college contracts, may vary from time to time in any or all of their aspects. Students will be required to comply with screening which will satisfy any program or requirement established by the Alabama Board of Nursing or any health care Agency with whom the College contracts for clinical experience, whether annual drug screening, random drug screening or reasonable suspicion drug screening.

The student will be dismissed from the Health Studies Division Programs if he/she is currently utilizing any medication or agent that is used for the treatment for addiction. Students must not be addicted to any habit-forming drug. It is the student's responsibility to inform the respective program of any changes in medications or treatment during the course of study.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

Any student presenting a prescription for a controlled substance, after submitting a clear physical exam, would be viewed as having a change in health status. This would require an updated physical exam along with a signed eligibility criteria form from the health care provider.

X. Publication of Policy

The College shall include the Division of Health Studies Drug Screening Policy in the Student Handbook for each program, and other appropriate College publications to ensure adequate notice and distribution. A copy of the policy may be requested from any of the programs.

ACCIDENT INSURANCE

All eligible students of Northwest-Shoals Community College are required to purchase accident insurance from a company selected by the College. This is included in each semester's fees. Students should obtain the appropriate brochure for more information. Students are responsible for costs incurred as a result of an accident/injury in the clinical or college laboratory. This may include initial and follow-up testing and/or treatment mandated by the program/clinical agency. Students are not entitled to any Workmen's Compensation benefits from agencies.

HEALTH REQUIREMENTS POLICY

Validation of health and documentation of an up-to-date immunization status must be submitted by all students enrolled in the nursing program. All students are required to have an annual physical examination at the student's expense. All physical examinations must be documented by a MD, DO, physician's assistant (PA), or nurse practitioner. Additional medical test(s) and vaccination(s) will be necessary. The physical examination/tests protect the student by identifying any potential or real health problems that may be exacerbated by the demands of the clinical portion of the program. Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students do not expose patients or agency personnel to a communicable disease or risk their safety due to the inability of the student to handle the physical or psychological stress of patient care. Students are required to meet all health requirements of all clinical facilities used by the program. Therefore, should a clinical facility change policies to require proof of another health-related requirement all students must comply to progress in the program.

THE FOLLOWING ARE REQUIRED FOR ALL STUDENTS:

1. A current, signed passport photograph of oneself must be attached to the **Student Health Form** with a paper clip.
2. **Medical History:**
The student must complete the medical history portion of the Student Health Form indicating any disease, condition, or disorder that he or she currently has or that he or she has had in the past. Current treatments, allergies, and medications must be stated.
3. **Physical Examination:**
A physical examination completed within the last six months by a licensed physician or nurse practitioner is required annually. The examination must be documented on the program's Student Health Form and must be submitted to the nursing office by the date set. New students and any student returning to the nursing program after an absence of one (1) year must submit current completed health forms. All physical examinations must be documented by a MD, DO, physician's assistant (PA), or nurse practitioner.

ACCEPTABLE DOCUMENTATION: The MD, DO, physician's assistant (PA), or nurse practitioner must document on the Student Health Form the results of the physical examination, answer the questions, provide his/her printed name, signature, the date of the examination, the examiner's business address and phone number.

4. **Risk Statement:**
Students must read and sign the Risk Statement.

HEALTH REQUIREMENTS POLICY

(- Continued -)

5. **Hepatitis Information and Vaccination:**

Nursing students are considered to be at risk for contracting bloodborne pathogens; therefore, hepatitis vaccination is strongly encouraged to protect the student. The hepatitis vaccination consists of a series of three vaccinations: an initial injection followed by a second dose given at least 4 weeks after the first dose, and a third dose given at least 8 weeks after the second dose and at least 16 weeks after the first. An antibody titer is recommended to determine if immunity has developed. Students must read and choose one of the two options related to receiving Hepatitis B vaccinations. Students choosing to receive Hepatitis B vaccinations at their own expense should submit documentation of receiving the three vaccinations.

ACCEPTABLE DOCUMENTATION: Documentation of initial vaccination must be submitted to the Nursing Department with the Student Health Form. Documentation of the second and third vaccinations must be submitted to the Nursing Department as each vaccination is received.

6. **Release From Liability Statement:**

Students who elect not to receive the hepatitis vaccination must read and sign the "Release From Liability Statement". Two individuals must witness the student's signature.

7. **Immunizations and Tests:**

- a. **Rubella (German Measles):** Proof of immunity (positive rubella titer) or proof of two vaccinations after the age of 12 months must be provided. Prenatal records can be used. Students born BEFORE January 1, 1957 are not required to have a vaccination or titer. **FEMALE STUDENTS SHOULD CONSIDER RISKS AND PREGNANCY STATUS PRIOR TO TAKING THIS IMMUNIZATION.**
- b. **Rubeola (Measles):** Proof of immunity (positive rubeola titer) or proof of two vaccinations after the age of 12 months must be provided. Students born BEFORE January 1, 1957 are not required to have a vaccination or titer.
- c. **Varicella (Chicken Pox):** Proof of immunity (positive varicella titer) or proof of two vaccinations after the age of 12 months must be provided. Immunity to varicella is preferred because of the seriousness of contracting the disease in adult life. A positive titer is needed to prove immunity. If the titer is not submitted, the student must show proof of two vaccinations after the age of 12 months.

ACCEPTABLE DOCUMENTATION FOR a, b & c: For titers, a copy of the laboratory report is required. For vaccinations, the date and signature of the person or agency administering the vaccination is necessary.

- d. **Tetanus/Diphtheria/Pertussis Vaccination:** This is a standard immunization for adults and should be repeated every ten years. An up-to-date TDAP vaccination is required.

ACCEPTABLE DOCUMENTATION: the date and signature of the person or agency administering the vaccination is necessary.

HEALTH REQUIREMENTS POLICY

(- Continued -)

- e. Influenza Vaccination: This immunization is required annually.

ACCEPTABLE DOCUMENTATION: the date and signature of the person or agency administering the vaccination is necessary.

- f. **Tuberculosis (TB) Testing:** On admission to the program, students must provide proof of TB screening in the form of one of the following: a two-step TB skin test, a chest x-ray, or a T-SPOT blood test. A two-step TB skin test consists of one TB skin test followed by a second TB skin test 7 - 21 days later. Prior TB screenings are acceptable documentation as long as there has been no known TB exposure since the last TB screening.

ACCEPTABLE DOCUMENTATION: The date and result of the initial test(s) must be recorded on the Student Health Form. The person and/or agency administering the test must sign by the test result. The test result must be read, documented, and signed by one of the following licensed personnel, an LPN, RN, NP, PA, DO, or MD.

POSITIVE TB TEST RESULTS: If the PPD test is positive or if the student has had a positive PPD in the past, a chest X-ray is required. If the test is positive for the first time, your physician may order medication and you may be referred to the health department for treatment.

ACCEPTABLE DOCUMENTATION: A copy of the X-ray report must be submitted. Students must submit documentation of compliance with any required treatment. Proof of required follow-up by the clinical agency guidelines must be submitted.

Students cannot attend clinical without proper follow-up for a positive TB test or exposure to TB.

8. **Continuing Health Status:**

It is the student's responsibility to notify the course leader of any changes in one's health/mental status, i.e. pregnancy, surgery, or injuries. If students are in multiple clinical rotations, the student must notify **each** clinical instructor of a change in one's health/mental status. Additional examinations with documentation of results are required for changes in any student's health/mental status. See the College Catalog Program Requirements for additional health related information. A physical examination/return to clinical form with eligibility criteria, signed by the MD, DO, physician's assistant (PA), or nurse practitioner must be resubmitted by the student following any health/mental changes (including being placed on any medication that has the potential to affect mood, affect, level of consciousness or ability to perform tasks safely) and prior to returning to the clinical area. With each new prescription, change in prescription (strength, dosage, etc.), or at the expiration of any prescription that has the potential to affect mood, affect, level of consciousness or ability to perform tasks safely, the student must place the medication on the medication list with a new expiration date prior to the next clinical day. If a prescription that has the potential to affect mood, affect, level of consciousness is discontinued, the student must update his or her medication list before the next clinical day. (Students are not allowed to continue to take medications for which a prescription is no longer valid.) The faculty reserves the right to require students to see a specialist for further evaluation of any condition and provide documentation from the specialist following changes in health/mental status. Pregnancy must be confirmed by a physician. Pregnancy will require a new physical exam and eligibility criteria form each semester (signed by the MD or DO OB/GYN). **Failure to comply with any part of the health requirements policy will result in suspension from the clinical area. (Please see the Clinical Absence Policy, which applies to such situations.)**

UNIFORM POLICY

DRESS:

Nursing Uniform

- Male Students: Only a school selected standard scrub suit with appropriate undergarments in solid colors that blend with skin tones is allowed. This includes briefs or shorts, and a T-shirt with no graphics or writing. Undergarments should not be visible. Students may wear a clean, smooth weave, long-sleeved, navy, crew neck or turtleneck t-shirt that matches the student's uniform– NO designs and NO thermal underwear.
- Female Students: Only a school selected standard scrub suit with appropriate undergarments in solid colors that blend with skin tones is allowed. This includes bra, slip, and panties with no graphics or writing. Undergarments should not be visible. Students may wear a clean, smooth weave, long-sleeved, navy, crew neck or turtleneck t-shirt that matches the student's uniform– NO designs and NO thermal underwear.
- Students admitted prior to fall 2023: The program insignia is required on the uniform and lab coat. It is placed 1 inch below the left shoulder seam. Students may also choose to have the Program's new logo embroidered as directed below, but this is optional. Students admitted into NUR 112 in fall 2023 students are required to have the Program's new logo embroidered on the left chest of the uniform and lab coat.
- Exception: Students in the Operating Room will change from the student uniform into the uniform designated by this department.
- A lab jacket/coat is required during all clinical rotations.
- Stethoscope, professional waterproof watch (non-smartwatch) with sweeping second hand, penlight (non-LED), and bandage scissors are required as part of the uniform
- The school uniform must fit appropriately to present a professional appearance.
- Uniforms are to be worn only when functioning in the role of the student. If the student has other plans at the completion of a clinical or lab, the student must change into street clothes.
- If the clinical facility's dress code is stricter than the school dress code, the facility's dress code will be followed.

If a student has any doubt about uniform regulations, he or she is to ask the instructor.

SHOES:

Closed toe shoes with an enclosed heel must be worn at all times. They should match or complement the uniform or outfit. Approved colors are white, black, navy, gray, or brown. Canvas, open-heeled, and shoes with straps across the heel are not permitted. Shoes must be kept clean, polished, and in good repair with clean shoe laces. Only hose or tube (knee-high) socks may be worn in clinical. Socks must match the shoes, with the exception of gray shoes (in which case, the student may wear navy). Nursing shoes should be worn only for clinical experiences.

IDENTIFICATION:

A student clinical ID badge with the correct legal name is to be worn on the uniform at all times. The badge is purchased through the College each fall and upon readmission. If there has been a name change, a new ID badge must be made. Plain badge holders (in colors red, navy, black, white, or gray) may be used in clinical. Students may also choose to use the silver clip that came with their badges to fasten their badges to their clothing.

MASK:

Masks wearing is optional on campus (testing, simulation, lab, class). Any or all faculty reserve the right to require masks at any time on campus should a situation or Covid numbers require such a decision. Therefore, students should keep an N95 and KN95 in their possession at all times. Masking in clinical will continue per faculty instructions and/or facility policy for students. Some facilities have more stringent PPE requirements, which students and faculty will follow. Students refusing to abide by the

UNIFORM POLICY

(- Continued -)

PPE requirements of the College/facility will be removed from class/clinical. If a student wishes to use a mask holder, the mask holder must be white, black, navy, gray, or brown.

NW-SCC will provide one KN95 and one N95 mask for each student. It is the student's responsibility to keep up with his or her own mask. Masks are to be used until soiled or damaged. **Should a student be required to wear a N95 mask, the student's face must be completely clean shaven.**

JEWELRY

The **only** articles of jewelry permitted while on duty are: one plain, smooth metal band with no stones and a professional watch. No smart device, such as a watch, is allowed in the clinical setting. No body piercings, including but not limited to the tongue, ears, or nose are allowed.

Exception: No rings are allowed when wearing gloves, performing sterile procedures, or in the Operating Room, Nursery, and Labor & Delivery.

HAIR:

Hair must be neatly groomed, which includes being combed, brushed, washed, and cut regularly. Hair must be styled neatly or clipped/pinned so that it does not fall forward or swing on to the patient or equipment. Hair should also be kept up off the collar at all times. It must be secured off and away from the face and shoulders in such a manner to remain neat without tendrils for entire clinical time. Hair styled in a bun must be pinned at the back of the head and not on the top of the head; it also must be pinned neatly with no fly-aways. Hair bows are not allowed but head bands are, as long as they are plain, either metal or plastic, and the same color as the hair. Hair color is to be limited to "normal hair color" auburn, black, brown, blonde, etc. Use of unusual hair color (blue, green, orange, neon, red, etc.) or unusual coloring methods on any section of the hair is not allowed. Naturally-occurring hair color highlights throughout the hair (from root to tip) are not considered an unusual coloring method.

HYGIENE AND GROOMING:

Students must present a neat, professional appearance. Careful grooming is part of the uniform. All students are expected to maintain skin, hair, and oral cleanliness by daily bathing and oral hygiene. **Male students without beards must be clean shaven at the beginning of the clinical day. Beards must be kept trimmed and neatly groomed.** Unscented deodorant is a must. All clothing must be clean, ironed and unwrinkled at the beginning of each clinical experience. Leather shoes and shoestrings must be clean. Make-up should be kept to a minimum. Perfume or aftershave is not permitted. Lotions, deodorants, laundry and hair grooming products must be unscented. Inappropriate and unusual methods of grooming are to be avoided. False eyelashes are not allowed.

TATTOOS:

Students who have a visible tattoo that could reasonably be considered degrading, offensive, or demeaning to patients, family members, members of the healthcare team, other students, or the clinical instructor must have the tattoo covered at all times while in clinical. Out of respect for our clinical agencies, students must cover a tattoo if any complaints or requests are made regarding the tattoo. Instructors have the authority to ask students to cover tattoos at any time. Extreme body altering and branding must not be visible. If the clinical facility's tattoo policy is stricter than the school's tattoo policy, the facility's policy will be followed.

NAILS:

Nails are to be kept clean and neatly trimmed. Only clear, un-chipped nail polish is permitted. Artificial nails, nail extenders, or glue-on nails are not allowed.

BEHAVIOR:

Gum chewing is **not** permitted; however, breath mints are.

Failure to comply with the uniform policy may result in suspension from the clinical area and an unsatisfactory behavior evaluation.

PROFESSIONAL DRESS POLICY

Anytime professional dress is required, these guidelines apply.

Females:

1. Slacks should be blue, black, brown, gray or khaki. Blue jeans, tight slacks or leggings are never to be worn in any setting.
2. If slacks are worn, the top should be a solid color and non-revealing. The top should be tucked in or worn out if more complimentary. Cleavage should not be visible from any angle.
3. A dress of a solid color and solid material can be worn if it is not low cut (cleavage unapparent), too short, or too tight.
4. Undergarments should not be visible.
5. Shoes should be dark colored, flat or low-heeled, and closed toe. No boots of any kind, sport shoes or flip-flops.
6. The uniform policy is followed, specifically related to the lab coat, name tag, jewelry, and appearance.
7. If the clinical facility's dress code is stricter than the school dress code, the facility's dress code will be followed.

Males:

1. Slacks should be blue, black, brown, gray or khaki. Blue jeans or tight slacks are never to be worn in any setting.
2. The shirt should be a solid color and tucked in.
3. Undergarments should not be visible. V-neck tee shirt is suggested.
4. Shoes should be dark colored and closed toed. No sport shoes or flip-flops.
5. When in a clinical setting, the uniform policy is followed specifically related to the lab coat, name tag, jewelry, and appearance.

If a student has any doubt about professional dress regulations, he or she is to ask the instructor.

SMOKING POLICY

Students are not allowed to smoke at any clinical facility. This prohibition begins when the student enters the clinical facility property and ends when the student leaves the clinical facility property. This includes before clinical starts, during breaks and lunch. At no time during the clinical rotation may the student smell like smoke. The policy is for simulations and on clinical lab days where the clinical uniform is required. **Failure to comply with the smoking policy may result in suspension from the clinical area and an unsatisfactory behavior evaluation.**

CLEAN AIR POLICY

The use tobacco smoking products, including the carrying of lighted smoking instrument, in College buildings or upon other College premises or inside College- owned, rented or leased vehicles, is prohibited." NW-SCC will continue to uphold the current policy that the use of ALL tobacco products is prohibited in all buildings on each campus. Any NWSCC student found to have violated this policy shall be subjected to the following fines: 1st ticket –Warning, 2nd ticket \$25.00.

WEAPONS POLICY:

Firearms/weapons of any kind are prohibited on all properties of NW-SCC. Violation of this policy will result in being trespassed from the campus and may result in arrest.

CHILDREN ON CAMPUS/IN CLASSROOM

The College is responsible for ensuring the health and safety for each person while on College property. Children are expected to be under the direct supervision and control at all times of the parent, guardian, or adult who has brought the child onto College property. Unsupervised children are to be reported to Campus Safety for prompt correction. Due to the nature of nursing content, children are not allowed to attend class with the student.

COURSE MANAGEMENT SYSTEM - WEB BASED MATERIALS

Courses in the nursing program are augmented using a (learning management system) LMS. Students will be expected to access and print these materials as outlined in the course syllabus. For students who do not have a computer at home, computers are available in the Library for printing. Students will be expected to acquire these resources.

STUDENT RESPONSIBILITIES

Students are responsible for information given in class and clinical and must bring forward information learned in previous nursing classes. Throughout the semester faculty will be communicating with students. Mass communication takes place via LMS Forums (announcements). Students are responsible for all information found in LMS Forums. Internet access is necessary to access course material.

Theory:

1. Practice ethical principles.
2. Demonstrate proficiency in all aspects of the course: navigating LMS system and all required course software, this includes utilization of the appropriate college-issued student email account for all correspondence.
3. Check NW-SCC student email and LMS twice daily for any new updates or information.
4. Download the course materials, including the syllabus, teaching sequence, modules, handouts, and Power Points from one's personal computer or in the Library on either campus.
5. Review course material in a timely manner throughout the semester.
6. Participate in discussion; request clarification when unsure about any concept or information.
7. Perform on examinations and assignments at a minimum 75% average.
8. Take tests on assigned day.
 - a. Notify the instructor in advance if unable to be present for assigned test.
9. Maintain a personal record of test scores.
10. Read assignments and ask questions in class if the information is not clear.
 - a. Class time is designed to reinforce the textbook information and apply knowledge gained from readings and clinical situations.
11. Submit all assignments by the assigned time.
 - a. It is the responsibility of the student to ensure that all coursework is submitted on time and in/to the appropriate content area.
 - b. Make note of all assignment due dates.
 - c. Allow time to complete assignments and avoid last-minute disasters.
 - d. Do not wait until the last minute to submit assignments.
 - e. Students may complete assignments earlier than the due date, if desired.
 - f. Extensions will only be considered by faculty related to officially documented emergency situations/extenuating circumstances. Should the student want the faculty to consider an exception, the student must provide official documentation of emergency/extenuating circumstances to the faculty member by the faculty member's designated date/time. Official documentation of any emergency/extenuating circumstance includes, but is not limited to, court documents, documentation by a MD/DO/CRNP/PA, hospitalization records, memos from funeral directors on letterhead, or obituaries with the student officially named as a relative. The faculty will not consider any unofficial documentation, including, but not limited to, personal notes/documentation from the student/friends/family.
12. Participate in and pay for periodic standardized testing.
13. Provide input into strengthening and evaluating the curriculum through written evaluations of each nursing course and nursing instructor.
14. Attend all scheduled appointments and activities.
15. Students are encouraged to participate in college life, organizations, and activities to assist in one's development as a person and citizen.

STUDENT RESPONSIBILITIES

(- Continued -)

Clinical:

1. Appear in clinical area on time, appropriately attired.
2. Students must use non-erasable blue or black ink. No correction fluid or tape is allowed.
3. When signing one's name in an official capacity, use the acronym NWSSN.
4. If unable to attend clinical, notify the instructor prior to the beginning of the clinical.
5. Be responsible for one's own nursing care behavior. Each student is expected to be able to perform all nursing procedures taught in the previous and current nursing course(s).
6. Responsible for returning all hospital property at the end of each clinical experience. Failure to do so is considered theft of property, which could result in dismissal from the program and criminal charges.
7. Practice ethical principles.
8. Ensure that all invasive procedures are performed with expressed permission of the instructor and under the direct supervision of the instructor or the instructor's designee. **Invasive procedures are defined as "any procedure that involves inserting anything into a body opening or creating an opening into the body"** (see Invasive Procedure Policy).
9. Secure consultation and/or assistance of the clinical instructor in those nursing care situations where the student is unsure and/or inexperienced.
10. Perform safely in all areas of patient care.
11. Maintain patient confidentiality. Use of electronic devices related to collecting patient data must be approved by the instructor and be in accordance with agency policy.
12. Learn as much as possible from each clinical experience. Share learning experiences in post-conference.
13. Evaluate one's learning experiences and progress. If special kinds of learning experiences are needed, inform the clinical instructor so that selection of experiences can meet your needs whenever possible.
14. Participate in curriculum evaluation by providing written evaluations of each clinical instructor and clinical experience.
15. Obtain initial and periodic CPR course completion at the Basic Life Support—Healthcare Provider level and adhere to the Health Requirements Policy.
 - a. It is the student's responsibility to ensure certifications and health records remain current and that proof is on file with the nursing program.
 - b. Students **cannot** attend clinical with an expired CPR course card or without being in full compliance with the Health Requirements Policy.
16. Pay the annual premium for professional liability insurance. (Included in fees)
17. Pay for the College-sponsored Accident Insurance each semester. (Included in fees)
18. Download appropriate clinical handouts from the course website as needed.
19. Review the clinical evaluation tool at the beginning of each semester and give it to the instructor for completion.
20. Students are responsible for upholding all College, Nursing Program, and clinical agency policies.

SIMULATION POLICY

The nursing curriculum includes high-fidelity simulation to allow students to practice patient care techniques in a safe and realistic environment. The following rules apply for simulation:

1. Simulation is mandatory when required in a course, as simulation counts as clinical time. Any missed simulation time must be made up at the discretion of the course leader and the simulation lab coordinator.
2. All the rules of the student handbook, including the clinical dress code, apply for the entire day of simulation activities.
3. The simulation confidentiality form and assignment must be handwritten in blue or black ink.
4. The student must adhere to the clinical dress code, present completed simulation assignment and confidentiality form prior to activity, and participate in all activities as assigned. Refer to the course-specific Simulation Evaluation Tool for grading.
5. Non-adherence to simulation/confidentiality policy will result in dismissal from nursing program.
6. Failure to notify the simulation instructor of student's absence prior to start of scheduled simulation will result in disciplinary action for lack of accountability.

STUDENT LIMITATIONS

1. Students are **not** to represent themselves as a nursing student or engage in patient care as a nursing student, except as part of an assigned, planned learning activity in a clinical practice setting integral to the curriculum of NW-SCC Nursing Program. Students engaging in patient care or representing themselves as a nursing student outside of the assigned environment will jeopardize continuation in the nursing program and be immediately withdrawn from the nursing program. The student should recognize his/her limitations. It is unsafe nursing practice to perform a skill for which the student has not been instructed in or is unfamiliar with.
2. The student may not perform any illegal act.
3. **PEDIATRICS:** To perform any procedure for a pediatric client, the student must either be enrolled in or have completed NUR 113 Nursing Concepts I. (**Review the Invasive Procedure Policy.**)
Venipuncture (IV starts and drawing blood): The student may not perform venipuncture on children under 12 years of age. For ages 12-18, the instructor must obtain the parent's permission. Individual clinical agencies may have additional policies related to performance of procedures for pediatric clients.
4. Students are not to provide care for patients with suspected or documented tuberculosis.
5. Students are not to assume the role of providing one-on-one suicide watch.

STUDENT SAFETY

To ensure the safety of all students and faculty, NW-SCC Campus Security has requested the following:

Students who have a current restraining order on an individual must provide the Campus Security office: 1) a copy of the restraining order; 2) a photograph and physical description of the individual; and 3) a description of the vehicle the individual will be driving. This information may be given to an instructor who will forward it to Campus Security. Persons in violation of a current restraining order can be detained by security personnel. Students in this situation should notify the nursing faculty as soon as possible so that security measures can be taken in classes and at the clinical setting.

Campus Security	Phil Campbell 256-331-6304 (Office) 256-417-4731 (Cell)	Shoals 256-331-5415 (Office) 256-417-6675 (C) or 256-627-1526 (C)
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UNSATISFACTORY BEHAVIOR POLICY

This policy applies in any setting where nursing students are representing Northwest-Shoals Community College, including on-campus and off-campus activities.

Two Natures of Unsatisfactory Behavior:

1. Safety and Ethics: Any behavior that jeopardizes any patient, staff, visitor, student, or instructor's physiological or psychological well-being, whether or not actual injury occurs.
2. Professionalism: Non-adherence to any of the three roles of the Practical Nurse: provider of care; supervised by the RN, and/or member of the discipline.

Examples of Unsatisfactory Behavior are as follows, but not limited to:

1. Failure to maintain the physical and psychological safety of others.
2. Failure to behave ethically or civilly.
3. Failure to meet any critical behavior on the clinical evaluation tool.
4. Failure to seek assistance when situation encountered is beyond one's knowledge and experience.
5. Failure to adhere to the College, program, and facility policies and procedures.
6. Failure to meet Eligibility Criteria with or without accommodation.
7. Failure to satisfactorily care for the required number of patients.
8. Failure to exhibit punctuality.
9. Failure to transfer theory to practice.

CONSEQUENCES OF UNSATISFACTORY BEHAVIOR(S):

1. The consequence of unsatisfactory behavior is an unsatisfactory behavior evaluation or "U." Unsatisfactory behavior will be documented by the instructor on the Unsatisfactory Behavior form. A student/instructor conference will be held after the unsatisfactory behavior has been observed to review the behavior and to obtain the student's comments and signature. If the student disagrees with the Unsatisfactory Behavior evaluation, he/she has the right to due process following the program's chain of command and the College's Student Grievance/Complaint Procedures outlined in the College Catalog.
2. If a student receives a "U" during a clinical experience, he/she will be sent home. All missed clinical time must be made up within the current semester.
3. If a student receives two (2) "U's" in the clinical setting from one instructor during the same semester, he/she will be transferred to another instructor for the remainder of the semester's clinical experiences.
4. If a student enters the NW-SCC ADN program after completion of the NW-SCC PN program, Consultations and Unsatisfactories in the PN program will be retained and be counted in the ADN program.
5. An accumulation of three (3) "U's" at any point in the first three semesters will be grounds for immediate removal from the currently enrolled nursing courses and dismissal from the nursing program, pending due process procedures.
6. The faculty has the right to immediately remove a student from the clinical setting for unsatisfactory behavior that jeopardizes the health and safety of the patient, staff, faculty or other students, regardless of the number of "U's" the student has accumulated.
7. If a student is dismissed from the program due to unsatisfactory behavior unrelated to ethics or safety, the "U's" in the semester of dismissal will not count if reinstated. However, all previous "U's" will be retained.
8. If a student is dismissed from the program due to unsatisfactory behavior related to unethical or unsafe behaviors/actions, the student will be ineligible for reinstatement. The student is eligible to apply as a new student after a period of two years have lapsed, unless the unsafe/unethical action resulted in actual harm or injury to self or others. In such cases, students may not reapply nor reinstate to the nursing program. In cases of dismissal due to criminal background or substance abuse, the program will follow the criminal background or substance abuse policy.
9. Dismissal and permanent removal from the program will occur in cases of extreme circumstances that result in real or potential physiological or psychological harm to any individual (including, but not limited to, incivil or unethical behavior), regardless of the number of "U's" a student has, pending due process procedures.
10. Unless the student is believed to be a safety threat to self or others, the student may remain in theory during the due process procedure. However, the student will not be allowed to attend clinical during the due process procedure.

Testing Policy

Students are assigned a testing day, location and time. Students will be required to have a personal Windows-based laptop with a minimum of 64-bit versions of Windows 10 or Windows 11 **or** a MAC laptop (Catalina, Big Sur, or Monterey) 64-bit operating system with a genuine version of the Mac Operating system, 4 GB RAM, 4GB or higher of available space on the hard drive, and fully chargeable battery for testing purposes, but no additional electronic devices are allowed. No unauthorized electronic devices (phones, tablets, smart devices, etc.) are to be brought into the room wherein the student tests-before, during, or after. If found using an unauthorized electronic device/digital photographic device, or any unauthorized materials, the student will be considered as exhibiting academic dishonesty (cheating), a grade of “0” will be given, a grade of “F” will be awarded in the course (regardless of the theory or clinical grade), and the student will be dismissed from the program due to breach of the ethical principle of veracity.

Occasionally a test or tests within a specified nursing course may be administered in a paper and pencil format; therefore, students should always have a number 2 lead pencil. The grade that is visible after you submit your module test is tentative pending a thorough review of the test statistics.

THE FOLLOWING RULES ARE APPLICABLE TO ALL TESTING SETTINGS:

1. A Northwest-Shoals Community College current Student ID or valid photo ID **must** be shown on entry into the testing room. Students without acceptable identification will not be allowed to test.
2. No unauthorized electronic devices are to be brought to a testing situation-before, during, or after.
3. No smart devices/Bluetooth capable devices are allowed in the testing center (even if Bluetooth is turned off).
4. Non-Bluetooth headphones/ear buds are acceptable for use in the testing room.
5. No food, gum or drinks (including water) are allowed.
6. No purses, handbags, wristlets, etc., will be allowed into the testing room.
7. While testing, the outer garment for the upper body shall consist of **only** a pocketless, short or long sleeved, crew neck t-shirt.
8. **Only rimless head coverings are allowed in the testing room.**
9. Other personal articles including books, paper and, purses **must** be left in your vehicle.
10. Paper for calculations will be provided if needed and **must** be returned to the instructor monitoring the test before leaving the room.
11. Students will use the calculator provided by the testing software, unless the specific exam does not allow for a personal calculator. No calculators are to be brought to the testing room by students.
12. Students are not allowed in the building wherein the testing room is located until fifteen minutes before the test.
13. Upon completion of a test students should leave campus or return to class.
14. If it is necessary for a student to be absent from any test, the student must notify the faculty who taught the material via e-mail before the time of the scheduled test.
15. No student will be allowed into the testing room once a test has started.
16. Zero (0) points will be awarded for any skipped questions.
17. All tests are timed.
18. Failure to ensure test has been uploaded/submitted prior to leaving testing room will result in a grade of zero for the test.

MODULE TEST REMEDIATION POLICY

Instructors have up to 7 school days to post module test grades. The nursing faculty acknowledges the importance of test remediation as part of the learning process. The purpose of remediation is to assist students in the identification of strengths and areas needing further development, so that students will have the greatest opportunity for success. If a student scores less than 78 on any module test, the student is highly encouraged to schedule a meeting with the instructor who taught the material for the module test and complete remediation as delineated by the instructor. It is the responsibility of the student to request a remediation appointment with the instructor within 7 school days of the date the grades are posted. Review of test questions is not guaranteed and will be done at the discretion of the instructor.

- There will be no challenging or reviewing of specific test questions past the timeframe of the test review period or after the final exam has been administered (whichever occurs first).
- The last test of the semester should be reviewed before the final exam.
- Mid-term and final exams are not set for review. Students should discuss the mid-term/final exam results with the course leader as soon as possible. The time frame will depend upon when final grades are due.

MISSED TEST POLICY

Purpose: The purpose of the Missed Test Policy is to establish standards in the NW-SCC Nursing Program that will result in fairness, integrity and professionalism. It is the goal of the NW-SCC Nursing Program Faculty to provide each student with an equal opportunity to achieve success. Students are expected to take required scheduled tests according to each course outline provided by the assigned instructor. The faculty acknowledge there may be circumstances which result in a missed test. **If it is necessary for a student to be absent from any test, the student must notify the faculty who taught the material via e-mail before the time of the scheduled test.** The guidelines set forth in this policy will be followed by all faculty and students of the NW-SCC Nursing Program.

- If a student is absent from a module test:
 - The student will be allowed one make-up module test per semester.
 - This test will include no more than 30 questions and a greater percentage of higher cognitive-level test items than the original module test.
 - The make-up test will be given at the end of the semester on the date of the course's final exam.
 - A grade of zero will be recorded in the place(s) of subsequent missed module tests.
 - Faculty will consider exceptions to this policy related to officially documented emergency situations/extenuating circumstances. Should the student want the faculty to consider an exception, the student must provide official documentation of emergency/extenuating circumstances to the course leader within 7 business days of the missed module exam (but before the final exam date). Official documentation of any emergency/extenuating circumstance includes, but is not limited to, court documents, documentation by a MD/DO/CRNP/PA, hospitalization records, memos from funeral directors on letterhead, or obituaries with the student officially named as a relative. The faculty will not consider any unofficial documentation, including, but not limited to, personal notes/documentation from the student/friends/family.
 - Exceptions will not be granted beyond two make-up exams per semester.
- If a student is absent from a final exam:
 - The student will be awarded an Incomplete (I) in the course.
 - A make-up final exam will be given
 - The date/time of the make-up final will be at the discretion of the course leader.
 - The make-up final exam may contain a greater percentage of higher cognitive-level test items than the original module test.

NURSING MATHEMATICS POLICY

Mathematics related to nursing is included throughout the curriculum. To ensure progressive learning in selected courses, mathematical questions are included on selected tests and each mid-term and/or final examination.

STANDARDIZED TESTING

Periodic standardized tests and remediation at the student's expense are required and will be a factor in grade determination. Please see the individual course's syllabus for further information about standardized testing and remediation.

GRADING POLICY

1. THEORY GRADE:

A. The grading scale is as follows:

A = 90- 100 B = 80 – 89 C = 75 – 79 D = 60 – 74 F = 59 – below

Note: The grading scale for the nursing program differs from the grading scale used by most Northwest-Shoals Community College programs.

B. Each course syllabus contains specific grading parameters.

C. No grades will be given over the phone or via email.

2. CLINICAL GRADE:

Clinical is graded "Satisfactory" or "Unsatisfactory". If one's clinical grade is "Unsatisfactory," a "D" will be issued for the course regardless of current theory grade.

3. GRADE ROUNDING :

Letter grades are derived from a calculation out to two decimal places (the hundredths place). There will be no rounding up of any scores. (*Although rounding is a mathematical principle, the Nursing Program faculty believe there must be a minimum standard, based on the fact that in the nursing profession there are also minimum standards.*) Please note: No grades will be rounded to enable a student to pass the course.

For example: A test grade of 74.99 will be recorded as 74.99, and a final course average of 74.99 will not be rounded to a 75 but will result in a "D" in the course.

GRADE APPEAL

A grade appeal is a formal process in which a student may appeal the final grade received in a course; however, lab grades, project grades, tests, and other assignments which may adversely affect the final grade may be appealed by the student. The student is expected to follow the chain of command (nursing instructor, course leader, program director, dean) in resolving the problem prior to filing an official grade appeal. The College policy states: "The grade appeal procedure must be initiated by the end of the drop/add period of the term following the term in which the grade was awarded." The College Grade Appeal policy outlined in the College Catalog includes where to obtain the grade appeal form; to whom to submit the form; the composition of the Grade Appeal Committee; and the disposition of the Committee's decision.

ATTENDANCE POLICY

“Because class attendance is considered to be essential to accomplish the course objectives, excessive absences, more than 20% of class meetings for a course, are discouraged. These absences also include any absences accrued during late registration. Failure to adhere to the 20% policy may result in a failing grade based upon academic performance. Any variation of this policy must be approved through the Dean of Workforce Development, Institutional Effectiveness, and Advancement. A student who is absent due to required participation in a school activity must be allowed to make up work, according to guidelines issued by individual instructors.” (College Catalog)

Assignments due on a day missed are still due that day. As a courtesy, nursing students should notify the instructor when they will be absent from class. Faculty has the prerogative to require students to make up class work missed due to absence. The Absence Policy for an individual course may be stricter than the above College policy.

All missed clinical time must be made up per the clinical absence policy (below). Students who fail to complete required clinical hours cannot progress.

CLINICAL ABSENCE POLICY

- Attendance is required for all required clinical time.
- Simulation is counted as clinical time.
- There are no excused absences for clinical, including illness or being sent home by the nursing instructor for unsatisfactory behavior or illness.
 - Should it be mandatory that the student participate in a College-sponsored event or jury duty, the time will be made up at the discretion of the Director of Nursing after approval of official documentation.
 - All assignments due on the date of the clinical absence are still due, regardless of the absence. The student is responsible for arranging a method of submitting the assignment with the clinical faculty.
- A student is only guaranteed one clinical make-up day per semester.
 - Faculty will consider exceptions to this policy related to officially documented emergency situations/extenuating circumstances. Should the student want the faculty to consider an exception, the student must provide official documentation of emergency/extenuating circumstances to the course leader within 7 business days of the missed clinical (but before the final exam date). Official documentation of any emergency/extenuating circumstance includes, but is not limited to, court documents, documentation by a MD/DO/CRNP/PA, hospitalization records, memos from funeral directors on letterhead, or obituaries with the student officially named as a relative. The faculty will not consider any unofficial documentation, including, but not limited to, personal notes/documentation from the student/friends/family.
 - In such cases where there is not space or availability for make-up prior to the beginning of the next semester, the student will receive an Incomplete (I) grade for the semester, which will prevent progression through the nursing program.
 - There is no guarantee of space and/or availability to make up clinical sessions in the next semester, beyond the one clinical make-up day at the end of the next semester.

PINNING CEREMONY POLICY

An annual pinning ceremony is held in May after completion of the Nursing Program. To participate, students must have successfully completed all course/program graduation requirements. Students who complete all program requirements are also eligible to participate in the college-wide graduation exercises held annually in May.

Students are allowed to use the following pins at the pinning ceremony: professional nursing pins with the NW-SCC Nursing Program's logo or generic professional nursing pins, both of which are to be purchased at the NW-SCC bookstore. Professional nursing pins used by grandparents or parents may also be used. These are the only pins that will be deemed acceptable for the pinning ceremony.

If a student is unsuccessful, the student may return the generic professional nursing pin to the campus bookstores and receive a refund for the cost. The specially ordered, professional nursing pins with the NW-SCC Nursing Program's logo may be purchased before pinning from the campus bookstores, but there will be no refund if a student is unsuccessful.

All pins purchased through the campus bookstores will be sent to the office of the Director of Nursing Education and held by the Director of Nursing Education until such time as the student is successful and is eligible to participate in the pinning ceremony.

The student may wish to wait to purchase specially ordered, professional nursing pins with the NW-SCC Nursing Program's logo until after graduation. These pins may be purchased at any time after graduation from the Nursing program through the NW-SCC bookstore. Following graduation, the pin will be shipped to the home address provided by the graduate.

Pinning Committee

The pinning committee will be comprised of all class representatives:

- PN Class Representative (Muscle Shoals)
- PN Class Representatives (PC summer cohort and fall cohort)
- ADN Class Representative (from fall PC PN cohort)
- PN to ADN Transfer Representative (from Muscle Shoals graduated PN Program)

The ADN Class representative will serve as the chair of the committee. The purpose of the pinning committee is to plan fundraising for scholarships and pinning and plan the annual pinning ceremony. All fundraising activities must be approved by the committee chair and the Director of Nursing Education and must follow the appropriate College procedure for fundraising. All pinning ceremony activities must be approved by the committee and the nursing faculty/staff and Director of Nursing Education. At no point in time should anyone on the pinning committee break the chain of command in regard to his or her responsibilities.

STANDARD OF CONDUCT

The nursing student shall comply with the standards, which determines acceptable behavior of the nurse in accordance with the Northwest-Shoals Community College Student Handbook and the Alabama Board of Nursing Administrative Code. For additional information, a copy of the Administrative Code is available upon request from the following address:

Alabama Board of Nursing
RSA Plaza, Ste. 250
770 Washington Ave.
Montgomery, Alabama 36104
Telephone: 334-293-5200 or
800-656-5318
Fax: 334-293-5201
Website: <http://www.abn.alabama.gov/>

Alabama Board of Nursing Regulatory Questions for Exam Applicants:

Regulatory questions aid the Board in determining the applicant's "good moral character", as required by law. The regulatory questions ask about your past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge. Applicants are expected to read the questions carefully and answer honestly. **All** arrests, charges and convictions should be reported. **This includes cases which were ultimately dismissed. It includes cases which were resolved by a guilty plea, nolo contendere plea, a trial, or by some type of deferred prosecution or pre-trial agreement.** Felonies and misdemeanors should be reported. Minor traffic violations do not need to be reported. DUI is not a minor traffic violation. Affirmative responses do not preclude an individual from reinstatement of licensure, but may prompt further investigation.

Students are encouraged to visit the Alabama Board of Nursing's website for more information regarding answering Regulatory Questions.

STUDENT CODE OF ETHICAL CONDUCT

The Northwest-Shoals Community College Programs of Nursing uphold the highest ethical standards. Ethical decision making is of the utmost importance in the profession of nursing and all students are expected to maintain the highest standards of ethical conduct necessary to ensure accountability/responsibility for their learning and provide safe care of their patients.

The profession of nursing is obligated to develop nursing students into individuals capable of providing care based upon the patient's biological, psychosocial, cultural, and spiritual needs determined through the mutually respectful interactions and incorporation of the nursing process. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, and legal/ethical accountability, dedication to an evolving body of knowledge, lifelong learning and patient advocacy.

Nursing is one of the most respected and trusted professions in society. Students are expected to provide patient privacy, confidentiality, and safety, while accepting individual accountability. These ethically centered behaviors preserve the respect and trust of the public. Students are expected to conduct themselves in accordance with high ethical standards consistent with the American Nurses' Association Code of Ethics.

According to the National Student Nurses Association, "students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments". The NSNA code of Academic and Clinical conduct is based on an "understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the code provided guidance for the nursing student in the personal development of an ethical foundation and need not to be limited strictly to the academic or clinical environment but can assist in the holistic development of a person."

Honesty and integrity are expected of all students and are foundational to trust in the learning environment. Dishonesty undermines nursing education and professional development, leading to demoralization of the spirit of learning among students and faculty. Developing the ability to make moral and ethical judgments is a lifelong process. Violation of ethical code of conduct will result in disciplinary actions.

Nursing students at Northwest Shoals Community college are developing their ability to practice the art and science of professional nursing, respecting all individuals and incorporating the following over-arching principles of ethics:

1. Beneficence – the doing of good
2. Nonmaleficence - the duty to do no harm
3. Justice – fair, equitable, and appropriate care
4. Autonomy –freedom to make own choices
5. Veracity- truth telling
6. Fidelity –faithfulness and keeping one's promises

Nursing students should strive to do no harm and promote good as they encompass the principles of justice, veracity, and fidelity, treating others with respect and promoting an environment that respects human rights.

References: National Student Nurses' Association, Inc
University of Texas Arlington School of Nursing,
American Nurses Association Code of Ethics

INCIVILITY POLICY

The Northwest-Shoals Community College Programs of Nursing are a community of faculty, staff, and students that are committed to a respectful, safe and protected environment, founded in civility and free from violence, in which all can work and learn. As a community, the Programs of Nursing will make every effort to discourage incivility and protect its individual members (faculty, staff, students) from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, and physical. All members of the Programs of Nursing will strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All incidents will be taken seriously and will be dealt with promptly and appropriately.

All who participate in or engage with this community will abide by these guidelines:

- We value the differences among individuals and require that all treat each other with respect. Interactions in the Programs of Nursing are expected to be courteous, respectful, and professional.
- Individuals are responsible for their own behavior and will be held accountable for that behavior.
- Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and will be addressed in accordance with the policies outlined below.

When inappropriate behavior occurs, the Programs of Nursing will:

- Respond promptly to immediate interpersonal dangers to staff, faculty, and students in accordance with established procedures.
- Respond to each report objectively, seriously address any allegations, even those that may appear frivolous, thus taking threats and threatening behavior seriously and ensuring that the nursing program community members feel safe in sharing their concerns.
- Depending on the nature, unacceptable behavior can warrant a consult, unsatisfactory, or disciplinary actions, including permanent dismissal from the nursing program. See Unsatisfactory Behavior Policy in Nursing Program Student Handbook and See Student Handbook in NW-SCC College Catalog.

Definitions and Examples of Incivility:

Inappropriate and unacceptable behavior: behavior that can serve as a warning sign of potential hostility or violence.

Examples of this behavior are below but are not limited to those behaviors:

- Unwelcome name calling (this includes addressing faculty on a first name basis)
- Rude acts (e.g., slamming doors in an angry response, making disparaging comments about another student or faculty member, purposefully blocking someone's view or path, vulgar or obscene words or actions, either written or verbal, including email, texts messages, and voice messages about another classmate or faculty members reputation, habitually interrupting others, and rolling of the eyes)
- Acts of abuse (e.g., verbal statements, including tone of voice; or physical act which may be construed as derogatory, intimidating, bullying, or psychologically or emotionally disturbing)
- Throwing objects regardless of size, type, or whether a person is the target of thrown object
- Insubordination
- Sexual harassment

Threat: the expression of intent to cause physical or mental harm.

Physical attack: unwanted or hostile contact such as hitting, fighting, pushing, shoving, and/or throwing objects

Property damage: intentional damage to property owned by the state, clinical facilities, employees, students, or visitors

References: University of North Carolina School of Nursing

ACADEMIC HONESTY

Nursing students are expected to follow an ethical code of conduct consistent with policies of the College and nursing program as well as the nursing profession. Each student is responsible for his/her own learning. The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions. Academic dishonesty includes but is not limited to cheating, plagiarism, or use of texts or papers prepared by commercial or noncommercial agents and submitted as the student's own work. Cheating includes the use of unauthorized aids (crib sheets, written materials, drawings, lab reports, discarded computer programs, the aid of another instructor on a take-home examination, etc.), copying from another's student's work, soliciting, giving, and/or receiving unauthorized aid orally or in writing, or similar action contrary to the principles of academic honesty. Plagiarism is the act of stealing and using the ideas or writings (phrases or passages) from another and uses them as your own, without indicating the source. Students must also follow the Copyright Act. **Taking photos/screenshots of electronic resources, textbook material violates copyright laws.** Failure to practice academic honesty will result in a failing course grade and other consequences, including, but not limited to, dismissal from the program.

Violations of Academic Honesty include, but are not limited to the following:

- Looking on another student's paper or computer screen during a test or examination or communicating in any way with anyone other than the test administrator/faculty/proctor;
- Using **unauthorized** materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations, including, but not limited to, questions from previous examinations or tests and materials from previous semesters or students;
- Having in the testing room materials or devices not expressly authorized by the test administrator/faculty;
- Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
- Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
- Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
- Gaining, without authorization, access to the work of another student (ex. accessing the computer file of another student);
- Plagiarizing (presenting as one's own ideas, data, and/or works of another);
- Inventing data or information in the preparation of assignments except when such invention is expressly authorized.

SOCIAL MEDIA POLICY

Definition: As non-limiting examples of the Social Networking sites this policy is intended to cover are Facebook, Linked In, Twitter, and any other site that is normally considered under social networking

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to suspension from the college. Removal of an individual's name, or face, or image, is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines are to be followed:

- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on your personal computer or other electronic device
- E-mail or texting correspondence with faculty should be treated confidentially and should not include patient identifying information
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussion with cell phones or other personal devices
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There's no such thing as a "private" social media site
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency
- Maintain patient privacy and confidentiality at all times
- Report breaches of confidentiality or privacy to appropriate discipline instructor promptly
- A violation of this policy will result in appropriate disciplinary action up to and including suspension from the college.

Student Grievance/Complaint Procedures Student Chain of Command

Whenever possible, complaints at Northwest-Shoals Community College are handled in an informal manner. Administrators, faculty, and staff maintain an “open-door” policy to discuss issues of concern for all students. Students are encouraged to first attempt to resolve complaints with the faculty or staff member.

It is not the intent of this policy/procedure to usurp the College’s Student Grievance/Complaint Procedures which is outlined in the Student Handbook located in the College Catalog. The purpose of this policy is to provide guidance to nursing students on how to process complaints, formally and informally, and to clearly delineate the chain of command in the nursing program.

The chain of command in the Department of Nursing is:

- Faculty/Staff Member involved
- Course Leader
- Assistant Director of Nursing
- Director of Nursing
- Health Studies Division Chairperson (Currently an Unfilled Position)
- Dean of Workforce Development, Institutional Effectiveness, and Advancement

Any unresolved issue following discussion with the Dean will be handled at the direction of the Dean and in accordance with the College’s Student Grievance/Complaint Policy which includes the opportunity to file a formal complaint.

If, after exhausting all available institutional processes, a student’s complaint remains unresolved, the student may appeal to the Alabama Community College System using the System’s official Student Complaint Form. Details regarding this process is found in the College Catalog under ACCS Student Complaint Process.

PROGRAM PROGRESSION POLICY

In order to continue in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at NW-SCC.

Please Note: The **Grading Scale** for all Nursing Courses in the Nursing Program is:

A = 90 - 100

B = 80 - 89

C = 75 - 79

D = 60 -74

F = 59 and below

2. Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from any clinical agency, he or she will be dismissed from the program. Depending on the issue, the student may be withdrawn or receive a failing clinical grade and may or may not be eligible for readmission.
3. Earn a satisfactory clinical evaluation in all nursing courses with a clinical component.
4. Maintain ability to meet eligibility criteria for nursing with or without reasonable accommodations.
5. Maintain current American Heart Association Basic Life Support—Healthcare Provider Level.
6. Maintain health requirements. (See **Health Requirements Policy**)

NURSING PROGRESSION POLICY

In order to progress in the nursing program, the following policy should be followed:

1. A total of **two** unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
 - Should a student progress on to the ADN program (Level Two) after being reinstated in the PN Program (Level One), the reinstatement status from the PN program (Level One) still stands.
3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

DEFINITIONS:

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

REINSTATEMENT POLICY

1. Students who desire to be reinstated following non-progression must schedule an appointment with a nursing faculty advisor to apply for reinstatement.
2. **A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.**
3. In order to be eligible for reinstatement, the student must:
 - a) apply for readmission to the College if not currently enrolled;
 - b) receive unconditional admission status from the College;
 - c) demonstrate a 2.0 GPA in Nursing Program required courses completed at current institution;
 - d) have no more than one non-progression since program admission;
 - e) submit application requesting reinstatement to the Nursing Program by the following deadlines:
 - Fall Semester – May 15
 - Spring Semester – October 15
 - Summer Semester – February 15
 - f) demonstrate the ability to meet eligibility criteria for nursing with or without reasonable accommodations;
 - g) demonstrate competency in previous nursing courses by those students who have been out of progression for greater than one semester; (This may be evaluated by testing and/or skills validation.)
 - h) be accepted by all clinical agencies for clinical experiences;
 - i) demonstrate current American Heart Association Basic Life Support—Healthcare Provider Level course completion;
4. Students dismissed from the program for unsafe/unsatisfactory patient care in the clinical area or for disciplinary reasons (including, but not limited to, being dismissed due to the Unsatisfactory Behavior Policy) will not be allowed reinstatement to the nursing program. The student may reapply as a new student after the period of two years have lapsed unless the unsafe action resulted in actual harm or injury to self or others. In such cases, students may not reapply nor reinstate to the nursing program.
5. Reinstatement to the nursing program is not guaranteed and will be allowed only one time.
6. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
 - a) grade point average is less than 2.0 from courses completed at the current institution;
 - b) refusal by any clinical agency to accept the student for clinical experiences;
 - c) space unavailability; and/or
 - d) more than twelve (12) months have elapsed since the student has enrolled in a nursing course.

READMISSION POLICY

Students who are ineligible for reinstatement due to two unsuccessful attempts in any nursing program may apply for admission as a new student to any nursing within the Alabama Community College System, provided:

- a) the student meets current entry requirements, and
- b) the student was not dismissed from the previous program for unsafe/unsatisfactory patient care in the clinical area or for disciplinary reasons (including, but not limited to, being dismissed due to the Unsatisfactory Behavior Policy) within the last two years. (See Reinstatement Policy)
- c) the student was not dismissed from the previous program for unsafe/unsatisfactory patient care in the clinical area that resulted in actual harm or injury to self or others.
- d) the student is accepted by all clinical agencies for clinical experiences

NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency.

TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all Nursing Program required courses taken at another institution and process a minimum of a 2.0 cumulative GPA at the time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous Nursing Program.
4. Must comply with all program policies and requirements at accepting institution
5. Complete at least 25% of the Nursing Program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at all clinical agencies for clinical experiences.
7. The last nursing course in which the student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into Nursing Programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

RELEASE OF STUDENT RECORDS POLICY

In accordance to the Family Educational Rights and Privacy Act of 1974 and the Northwest-Shoals Community College Privacy Policy governing disclosure of data from a student’s educational records, students in the nursing program must officially request release of records to any individual(s), school(s), or agency(ies), including self. This is done via filling out the FERPA Release Form for Student Records.

FERPA RELEASE FORM FOR STUDENT RECORDS

Pursuant to the “Family Educational Rights and Privacy Act” of 1974 and the Northwest-Shoals Community College Privacy Policy governing disclosure of data from a student’s educational records, I hereby give my written consent to the release of my education records as described below to the following individual(s), school(s), or agency(ies) as indicated below.

The following constitute the education records I wish to release (e.g., letter of good standing):

I wish to release the records described above to the following individual(s), school(s), or agency(ies) (please include address):

I hereby authorize Northwest-Shoals Community College to disclose the records described above to those identified above. I release Northwest-Shoals Community College from any liability associated with the results of releasing the records above to those identified above. I understand that that I may revoke this authorization at any time by writing (through letter or email) to the Program Director.

Student Signature

Date

Student Printed name

Student ID Number

CRITICAL OCCURRENCE PROTOCOL

The Occupational Safety and Health Administration (OSHA) require that all employers with employees at increased risk for occupational exposure to blood borne pathogens develop and implement an "Exposure Control Plan" as indicated in OSHA's Blood borne Pathogen Final Standard Section 29CFR1910.1030. Although students are not employees of the College, Northwest-Shoals Community College is committed to the safety and health of students; therefore, the Division of Health Studies will comply with the OSHA standard in regard to students at increased risk for exposure to blood borne pathogens.

Students in the Division of Health Studies will follow this protocol in the event of a "critical occurrence" while in the clinical or laboratory portion of a course or activity.

A "critical occurrence" is defined as any occurrence in which there is an accident involving a student, patient or faculty member, or where there is a real or potential exposure to a communicable disease or blood borne pathogen.

NOTE: Nothing in this protocol is intended to delay any emergency treatment deemed necessary.

1. When an occurrence is in an off-campus clinical site:
 - a) Occurrence should be reported immediately to the instructor. If the instructor is not readily available, report it to the charge nurse.
 - b) Hospital nursing personnel will determine if an official agency accident/occurrence report is warranted.
 - c) Student may be requested to complete his/her portion of the occurrence report. Student must acknowledge follow-up care required with a signature.
 - d) Agency protocol must be followed which may include treatment and/or required blood work.
 - e) If direct blood/body fluid contamination (i.e. cuts with contaminated instrument, needle-stick, etc.) is involved, student should see his/her personal physician for follow-up care.
 - f) Students are required to obtain the follow-up care/testing stated in the agency protocol. Failure to do so may result in withdrawal of the privilege to attend clinical at that facility.
 - g) Students are required to provide to the nursing program documentation of the follow-up care.
 - h) Students are responsible for medical bills incurred as a result of injury or illness, including follow-up care.
2. When an occurrence is on campus:
 - a) The instructor/Program Director should be notified.
 - b) The student requiring emergency treatment should be transported to the appropriate emergency facility by ambulance. College employees are NOT to transport victim.
3. Student(s) must sign Critical Incident Report.

ALABAMA INFECTED HEALTH CARE WORKERS MANAGEMENT ACT
CHAPTER 420-4-3

PURPOSE: The purpose of this act is to prevent transmission of the AIDS and Hepatitis B Viruses from infected health care workers, (IHCW), to patients, during invasive procedures.

DEFINITIONS: "Hepatitis B Virus Infection" (HBV) means the presence of the hepatitis B virus as determined by the presence of hepatitis B antigen for six months or longer or by other means as determined by the State Board of Health.

"**HIV Infection**" (HIV) means the presence of antibodies to the Human Immunodeficiency Virus as determined by enzyme immunoassay and Western Blot, the presence of the Human Immunodeficiency Virus as determined by viral culture, or other means determined by the State Board of Health.

"**Invasive Procedures**" include digital palpation of a needle tip in a body cavity or the simultaneous presence of the HCW's fingers and needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site.

REPORTING: Any IHCW who performs invasive procedures as defined in the policy shall notify the state health department within 30 days of becoming aware of infective status. In addition, "any person having knowledge of an IHCW, the administrator of any health care facility having knowledge of any IHCW, any person serving as guardian of or the conservator, administrator or executor of the estate or agent or representative of any IHCW or any person serving as the custodian of records of the patients of any IHCW or facility employing such worker shall provide in the manner requested by the State Health Officer (SHO) to the Department all requested documents and information and shall cooperate fully with the Department in any investigation".

IMPLEMENTATION: The regulation requires that any person (including faculty and Program Director) having knowledge of a nursing or health studies student who is infected with HIV or HBV, report the infection to the Alabama Department of Public Health according to a strict, confidential procedure. Upon notification, the Health Department will request information and make a determination as to whether the student performs invasive procedures and what, if any, restrictions may be applied to his/her practice.

Any student who becomes infected with the AIDS or Hepatitis B virus must report it to the Alabama Department of Public Health within 30 days. The reporting is to be accordance to specific guidelines contained within the policy.

These regulations are available for review in the nursing office. If you have any questions, please see the Program Director.

NOTE: While Hepatitis C may not be included in this law, it is a reportable disease within seven (7) days of diagnosis. (ADPH: Administrative Code, Chapter 420-1)

Notes
