Student Handbook
2015-2016
23rd Edition
Developed by Students and Faculty of the Nursing Programs

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the State Board of Education, that no person in Alabama will, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or shall be subject to discrimination under any program, activity, or employment.

Revised Annually, 1986-2015
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August 1, 2015

Dear Nursing Student:

On behalf of the college administration, nursing faculty, and staff, I would like to welcome you to the Nursing Program--Associate Degree (ADN) or the Practical Nursing (PN) Program. We congratulate you for selecting Shelton State Community College (SSCC) for your nursing preparation. You are now part of the SSCC family and will become part of our distinguished group of graduates. Our graduates and reputation are second to none. We are proud of our graduates’ success rates on the NCLEX-RN and the NCLEX-PN licensure exams, and we accept the commitment to provide you with a quality educational program.

We will make available to you the faculty expertise and support services necessary for your success. You, however, must assume the responsibility for taking advantage of all learning opportunities provided. We urge you to seek advice and utilize the services not only of the ADN/PN programs but of the entire college system. The Nursing Student Handbook provides you with easily accessible information to facilitate you in assuming responsibility for your educational program. The handbook is to be used in conjunction with the SSCC College Catalog, the SSCC Student Handbook and your syllabi. It is the responsibility of all nursing students to carefully read and be familiar with the information in all of these publications and to adhere to the stated policies and procedures.

The opportunity to provide competent quality care in nursing is unlimited. I encourage you to prepare yourself for such a time as this. Best wishes to you for success in your endeavors toward becoming a licensed practical nurse or a registered nurse. Together, we can look forward to a future that is bright and prosperous. Again, welcome to Shelton State.

With warmest regards,

Gladys D. Hill

Gladys D. Hill, RN, MSN
Assistant Dean of Health Services

GH/ac
I, ____________________, have purchased and/or have access to a copy of
the Shelton State Community College Nursing Student Handbook/Policy
Manual and assume responsibility for being knowledgeable of the content. I
understand that the policies and procedures and information therein apply to
me, and I agree to be governed by the policies and procedures described
within the Handbook throughout my enrollment in the Nursing Program.

My signature below constitutes my acceptance of the policies and procedures
in the Shelton State Community College Nursing Student Handbook.

Student Signature: _______________________________________________________________________________

Student Identification Number: ___________________________________________________________________

Date Signed: ____________________________________________________________________________________

Note - This form is to be turned in to the Nursing Clerk by the end of the second week of classes.
SHELTON STATE COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
and
PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

2015 - 2016

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts, associate in science, and the associate in applied sciences degrees.

Alabama State Board of Education
A member of The American Association of Community and Junior Colleges and The Alabama College Association

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing.
770 Washington Avenue, P.O. Box 303900, Montgomery, Alabama 36130-3900
334.293.5210 or 800.656.5318

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).
3343 Peach Tree Road N.E., Suite 850, Atlanta, GA 30326
404.975.5000

The Practical Nursing Program is approved by the Alabama Board of Nursing.
770 Washington Avenue, P.O. Box 303900, Montgomery, Alabama 36130-3900
334.293.5210 or 800.656.5318

The Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).
3343 Peach Tree Road N.E., Suite 850, Atlanta, GA 30326
404.975.5000

Disclaimer Clause
The Nursing Program at Shelton State Community College reserves the right to make changes in the policies and procedures in this handbook. If changes are made, the student will be given notice of those changes.
SHELTON STATE COMMUNITY COLLEGE
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FACULTY & SUPPORT STAFF

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INTRODUCTION

The Nursing Program operates within the policies of Shelton State Community College (SSCC). All policies and services common to students enrolled in the College are in effect for nursing students as well. College policies are published in the SSCC Catalog to which nursing students have access.

The purpose of this Handbook is to provide additional information regarding specific policies and procedures unique to the performance of responsibilities as a nursing student. The Nursing Program Student Handbook has been prepared by the faculty, staff, and students and is reviewed and/or updated at least every two years. It is designed to accomplish the following:

1. Assist the faculty in decision-making and in giving consistent, equitable advisement to students; and
2. Serve the student as a supplement to orientation, course information guidelines, instructor advising, and a resource for general information and policies to assist with successful completion of the nursing program.

Students are required to obtain and/or have access to a copy of the Nursing Program Student Handbook on admission to the program. Students are responsible for knowing and abiding by the information presented in the Nursing Program Student Handbook as well as the SSCC Catalog. Any changes in policy will be disseminated.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT STATEMENT

It is the official policy of the Alabama Department of Post Secondary Education, including all postsecondary Institutions under the control of the State Board of Education, that no person in Alabama will, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. The Nursing Program faculty accepts this policy as their own and will consider for admission all qualified applicants without discrimination and will provide equal educational opportunity to those students accepted in the program (Also see Nondiscrimination and Equal Opportunity in Education and Employment statements in SSCC Catalog).
I. PROGRAM OF LEARNING

**Nursing Programs Philosophy Statement**

The Philosophy of the nursing programs is consistent with the mission, goals and objectives of the Alabama College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

**Maslow’s theory** is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial, and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one’s health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual’s experiences throughout the lifespan.

**Health**, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

**Nursing** is an art, as well as a science, in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, lifelong learning and client advocacy.

The teaching-learning process is a shared responsibility between faculty and students in which faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization, and society provides educational opportunities.

**Nursing education** is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a lifelong process which promotes professionalism and is beneficial for the learner and society.
The Alabama College System
Nursing Program Outcomes

1. **Performance on Licensure Exam**: The licensure exam pass rate will be at or above the national mean for first-time writers.

2. **Program Completion**: At least 75% of students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
   - Associate degree nursing – eight semesters
   - LPN-RN mobility option with NUR 200 – six semesters
   - LPN-RN mobility option without NUR 200 – five semesters
   - Practical nursing – five semesters

3. **Program Satisfaction** – At least eighty percent of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program. At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.

4. **Job Placement**: Ninety percent or greater of those seeking employment are employed in nursing (in a position for which the program prepared them) within one year of graduation.

**Associate Degree Nursing Student: Level I Learning Outcomes:**

At the completion of Level I, the nursing student will be able to:

1. Demonstrate competency in performing nursing skills following a prescribed plan of care for clients with common health alterations; (PATIENT CENTERED CARE and TEAMWORK)
2. Utilize basic communication techniques to establish and maintain interpersonal relationships in providing care for clients across the lifespan; (COMMUNICATION)
3. Apply knowledge of the nursing process in providing nursing care for clients across the lifespan; (PATIENT CENTERED CARE)
4. Utilize critical thinking skills in providing care for clients with common health alterations in a variety of settings; (CRITICAL THINKING and EVIDENCE PRACTICE)
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings; (TEACHING/LEARNING)
6. Develop competencies to meet the needs of clients throughout the lifespan in a safe, legal and ethical manner using the nursing process; (LEGAL/ETHICAL)
7. Utilize relevant technology to assist in client care and documentation; (TECHNOLOGY, SAFETY, and INFORMATICS)
8. Demonstrate and accept responsibility for personal and professional behaviors associated with entry level practice; (PROFESSIONAL/ROLES)

**Associate Degree Nursing Student: Level II Learning Outcomes:**

At the completion of Level II, the nursing graduate will be able to:

1. Demonstrate proficiency in performing advanced nursing skills for clients with common health alterations in a variety of settings; (PATIENT CENTERED CARE and TEAMWORK)
2. Apply therapeutic communication techniques to establish and maintain interpersonal relationships in providing advanced nursing care for clients throughout the lifespan; (COMMUNICATION)
3. Apply the nursing process in providing advanced nursing care for clients across the lifespan; (PATIENT CENTERED CARE)
4. Utilize critical thinking skills in providing collaborative care for clients with common health alterations in a variety of settings; (CRITICAL THINKING and EVIDENCED BASED PRACTICE)
5. Formulate a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings; (TEACHING/LEARNING)
6. Demonstrate competencies necessary to meet the needs of clients across the lifespan in a safe, legal, and ethical manner using the nursing process; (LEGAL/ETHICAL)
7. Examine relevant technology for client care and documentation; (TECHNOLOGY, SAFETY, and INFORMATICS)
8. Demonstrate and accept responsibility for personal and professional behaviors associated with the roles of a registered nurse upon entry to practice. (PROFESSIONAL/ROLES)
Practical Nursing Learning Outcomes:

At the completion of the courses, the nursing student will be able to:

1. Demonstrate competency in performing nursing skills following a prescribed plan of care for clients with common health alterations; (PATIENT CENTERED CARE)
2. Utilize basic communication techniques to establish and maintain interpersonal relationships in providing care for clients across the lifespan; (COMMUNICATION)
3. Apply knowledge of the nursing process to assist in providing nursing care for clients across the lifespan; (PATIENT CENTERED CARE)
4. Utilize critical thinking skills to assist in providing care for clients with common health alterations in a variety of settings; (CRITICAL THINKING and EVIDENCE BASED PRACTICE)
5. Assist with the teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings; (TEACHING/LEARNING)
6. Demonstrate behaviors of accountability to meet the needs of clients across the lifespan within a safe, legal and ethical manner using the nursing process; (LEGAL/ETHICAL)
7. Utilize relevant technology to assist in client care and documentation; (TECHNOLOGY, SAFETY, and INFORMATICS)
8. Demonstrate and accept responsibility for personal and professional behaviors associated with entry level practice. (PROFESSIONAL/ROLES)

II. Program Description and Admission Requirements/Policies

The Nursing Program offers three tracks for the admission of students. Students who have no background in nursing are admitted to the two-year ADN track. Twenty-one (21) months, or five consecutive semesters, are required to complete this track of study with admission occurring during the fall semester. Students who have completed an approved PN program or hold a PN license are admitted to the career mobility track. Twelve (12) months, or three consecutive semesters, are required to complete this track of study for students with admission occurring during the fall semester. Students who did not complete the Alabama College System Standardized Curriculum must take NUR 200 Nursing Career Mobility Assessment prior to progressing in the program. A third track is the Practical Nursing (PN) Program. The PN track is a twelve (12) month, (three semesters), program. Classes for the PN track are admitted in the fall and spring semesters. Students accepted for fall admission of the Practical Nursing Program are eligible to apply for admission to the SSCC ADN Mobility (LPN to RN) Program immediately upon successful completion of the nursing program and upon obtaining a valid unencumbered Alabama nursing license. Students accepted for spring admission are eligible to apply during the application period of the following year.

Final student selection for either track is made by the Nursing Program Admissions Committee. The Nursing Program is approved by the Alabama Board of Nursing and all three tracks are accredited by the Accrediting Commission for Education in Nursing (ACEN).

Information regarding admission may be found in the SSCC Catalog and Nursing Programs Packet. To qualify for admission to the nursing program, applicants must submit the following documentation to the nursing department:

Minimum Admission Standards for the Two-Year Associate Degree Nursing Program Track:

1. Applicant must have unconditional admission to the college.
2. A completed application packet for the ADN Two Year Track must be received by June 1st. Applications are completed online and accepted between May 1 and June 1 each year.
3. Applicant must have a minimum of 2.50 GPA on the last 24 hours of college credit for students with previous college credit (undergraduate or graduate). An official SSCC transcript with all transfer credit must be available by the application deadline.
4. Applicant must have a minimum of 2.50 cumulative high school GPA for students without prior college course work. An official high school transcript or a GED must be available by the application deadline.
5. Applicant must be eligible to enroll in or have completed the following:
   a. ENG 101 and MTH 100 or higher as determined by college placement.
   b. BIO 201 during the first term of nursing courses (BIO 103 is a pre-requisite to BIO 201).
6. Applicant must be in good standing with the college.
7. Meeting the essential functions or technical standards required for nursing.
8. Applicant must have an official Test of Essential Skills V (TEAS V) score taken prior to application and within the last three years.

Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

**Minimum Admission Standards for the Mobility Associate Degree Nursing Program Track:**

1. Applicant must have unconditional admission to the college.
2. A completed application packet for the PN Track must be received by **June 1st for Fall admission and October 1st for spring admission.** Applications are completed and accepted online each year between May 1 and June 1 for fall admission and September 1 and October 1 for spring admission.
3. Applicant must have a minimum of 2.50 GPA on the last 24 hours of college credit for students with previous college credit (undergraduate or graduate). An official SSCC transcript with all transfer credit must be available by the application deadline.
4. Applicant must have a minimum of 2.50 cumulative high school GPA for students without prior college course work. An official high school transcript or a GED must be available by the application deadline.
5. Applicant must be eligible to enroll in the following:
   a. ENG 101 – English Composition I as determined by college placement
   b. MTH 116 – Math Applications or MTH 100 – Intermediate Algebra or higher level as determined by college placement
   c. BIO 201 – Human Anatomy and Physiology I during the first term of nursing courses As a prerequisite to BIO 201, students must successfully complete BIO 103 or achieve a passing score on the ACS approved placement.
6. Applicant must be in good standing with the college.
7. Applicant must meet the essential functions or technical standards required for nursing.
8. Applicant must have an official Test of Essential Skills V (TEAS V) score taken prior to application and within the last three years.

**Minimum Admission Standards for the Practical Nursing Program include the following:**

1. Unconditional admission to the college;
2. Receipt of completed application for the Practical Nursing Program by **June 1st for fall admission and October 1st for spring admission;**
3. A minimum of 2.50 GPA on last 24 credit hours (undergraduate or graduate) for students with previous college work;
4. A minimum of 2.50 high school GPA for students without prior college work; (GED acceptable in lieu of high school transcript);
5. Eligibility to enroll in the following:
   a. English 101 and Math 116 or higher as determined by college policy, and
   b. BIO 201 during the first term of nursing courses (BIO 103 is a prerequisite to BIO 201);
6. Good standing with the college;
7. Meeting the essential functions or technical standards required for nursing; and
8. An official Test of Essential Academic Skills V (TEAS V) score taken prior to application and taken within the last three years.

Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
# Standard Associate Degree Nurse Curriculum

## First Term

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*Note: Following successful completion of first term, the student is eligible to take the Nursing Assistant Certification Exam.*

## Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
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## Third Term

<table>
<thead>
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<td>PSY 200</td>
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<td>NUR 201</td>
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## Fourth Term

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<tr>
<td>SPH 106 or SPH 107 or SPH 116</td>
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<tr>
<td>Human Growth and Development</td>
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<td>PSY 210</td>
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<td>NUR 202</td>
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## Fifth Term

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<td>Humanities Elective</td>
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<td>Nursing Through the Lifespan III</td>
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<td>NUR 203</td>
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<tr>
<td>Role Transition for the Registered Nurse</td>
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<tr>
<td>NUR 204 (Preceptor 3:1)</td>
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**Total Credit Hours:** 72-76 Hours  
**General Education:** 30 Hours  
**Nursing Hours:** 42 Hours  

*Prerequisite: BIO 103 Principles of Biology I. Students may take BIO 103 CLEP test through SSCC Testing Center.*
MOBILITY LPN TO ASSOCIATE DEGREE NURSE CURRICULUM

Prerequisite Courses:
- MTH 100 or Higher Level Mathematical Applications (3 credit hours)
- *BIO 201 Human Anatomy and Physiology I (4 credit hours)
- BIO 202 Human Anatomy and Physiology II (4 credit hours)
- ENG 101 English Composition (3 credit hours)

Total Prerequisites: 14 credit hours

First Term

<table>
<thead>
<tr>
<th>Course</th>
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Second Term

<table>
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<th>Lab</th>
<th>Clinical</th>
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Third Term

<table>
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<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Speech SPH 106 or SPH 107 or SPH 116</td>
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Fourth Term

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<td>13</td>
<td>21</td>
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</table>

Program Totals:
- Total Credit Hours: 56 to 60 Hours
- General Education: 30 Hours
- Nursing Hours: 26 Hours

*Prerequisite: BIO 103 Principles of Biology I. Students may take BIO 103 CLEP test through SSCC Testing Center.

**NUR 200 is required for those who did not graduate from the Alabama College System Standardized Curriculum within the past two years. Sixteen non-traditional credits will be awarded after successful completion of this course.

***Students may choose from Art and Art History, Foreign Language, Literature, Music, Music History, Philosophy, Ethics, Religion, Theatre and Dance.
**STANDARD PRACTICAL NURSE CURRICULUM**

### First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
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<td>Fundamentals of Nursing NUR 102</td>
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<td>Introduction to Pharmacology NUR 104</td>
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*Note: Following successful completion of first term, the student is eligible to take the Nursing Assistant Certification exam.*

### Second Term

<table>
<thead>
<tr>
<th>Course</th>
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### Third Term

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**Program Totals**

- **Credit Hours:** 49-53 Hours
- **General Education:** 14 Hours
- **Nursing Hours:** 35 Hours

*Prerequisite: BIO 103 Principles of Biology I. Students may take BIO 103 CLEP test through SSCC Testing Center.*
Tuition, Fees and Expenses
Please find below the estimated cost for the Associate Degree Nursing Program for ONE YEAR (tuition, supplies, fees). The prices listed below are subject to change.

Listed below are Estimated Costs for the Nursing Program:

<table>
<thead>
<tr>
<th>Uniforms: 1 Pair White Shoes</th>
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<td>2 Uniforms (SSCC monogrammed scrubs)</td>
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</table>

Tuition (including academic courses) and Fees

- Tuition, Maintenance, and Instruction Fees: 9566.50 (72 hours), 7429.50 (56 hours), 6505.50 (49 hours)
- Books (estimate): 1,800.00, 1,300.00, 1,300.00
- Testing and Accident and Liability Insurance: 650.00, 550.00, 550.00
- Preclinical Screening Fee: 30.00, 30.00, 30.00
- Background Check: 17.00, 17.00, 17.00
- Nurse Pacs: 150.00, 150.00, 150.00
- Application for Licensure: 85.00, 85.00, 85.00
- NCLEX Exam Fee: 200.00, 200.00, 200.00
- NCLEX Review Fee: 400.00, 400.00, 350.00

| **Subtotal** | 12,898.50 | 10,161.50 | 9,187.50 |

Optional:

- Cap and Gown for Graduation: 40.00, 40.00, 40.00
- Composite Pictures: 40.00, 40.00, 40.00
- Nursing Pin and Lamp: 65.00, 65.00, 65.00
- Temporary Permit: 50.00, 50.00, 50.00
- Student Nurses' Association Dues: 40.00, 40.00, 40.00

| **Subtotal** | 235.00 | 235.00 | 235.00 |

Total Approximate Cost for each of the Nursing Programs:

- $13,414.50
- $10,679.50
- $9,703.50

Tuition/fees are due the day of registration. If a portion of the registration expenses are to be paid by some type of financial aid or by a sponsoring agency, it is the responsibility of the student to provide written evidence of such arrangements to the Business Office at or before registration.

Non-Payment of Financial Obligations - Students are not issued grades or transcripts or allowed to register again until financial obligations are satisfied.
Selection of Applicants

1. Meeting all qualifying criteria for admission to the program does not guarantee acceptance. Enrollment is determined by funding and available instructional areas in the clinical agencies.
2. Students are selected by an admission committee. Acceptance is determined by rank of the applicant’s academic GPA, TEAS V score, points for selected courses, and additional points.
3. Applicants are notified by mail of their acceptance or non-acceptance.
4. Students selected for admission to the program are required to attend a mandatory orientation.
5. Applicants not accepted may reapply if they meet the admission criteria.

Essential Functions: See Appendix A (pages 49-51)

Disability Documentation:

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions are entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such impairment. Alabama College System institutions do NOT provide disability documentation for students. It is the student’s responsibility to provide appropriate documentation to the college office responsible for handling the request and to request accommodations. Students must acquire further documentation criteria from the Office of Disability Services located in Student Organizations (RM 2411). Disability accommodations must be properly documented prior to the start of courses in the nursing programs. No accommodations will be made for students in nursing classes without notification from the Office of Disability Services Staff. (See College Catalog for further information.)

Registration:

The college publicizes registration information widely. Announcements are made by local TV/radio and newspaper media. Dates are published in the SSCC Catalog, on the college web page and during advisement/registration period. Students are required to register for classes via the Web. Refer to published College procedures on the college web page.

Pre-registration:

Pre-registration dates for students entering the nursing program and those progressing through the program are facilitated by the nursing division. Information is provided to the student via email and/or general class announcements to increase the probability of enrollment in co-requisite courses. Students self-register via the Web. Refer to published College procedures on the college web page.

Late Registration:

Late registration is allowed for co-requisite courses until the end of the Schedule Change/Late Registration period. Specific dates are published each semester on the College website, www.sheltonstate.edu. There is no late registration for nursing courses.

Drop / Add Policy:

Drop/add policies are published in the SSCC Catalog. Nursing courses cannot be added after the registration period. Nursing courses cannot be dropped without withdrawing from the program, as these courses must be taken in sequence.
Auditing:

Auditing policies are published in the SSCC Catalog. Students who audit nursing courses do not attend the clinical component of the course. The enrollment cost is the same for auditing or taking a course.

College Withdrawal Policy:

Once classes begin for the respective term, students who wish to withdraw from a class or completely withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is defined in the College’s Academic Calendar and there will be NO withdrawals after this date. A student who withdraws prior to the published date will receive a grade of “W” regardless of the grade average at the time of the withdrawal, and the “W” will be recorded on the student’s transcript. Students who remain in the class after the last day to withdraw will receive the grade earned for the class. No withdrawals will be taken over the telephone or by email. Failure to attend class does not constitute official withdrawal. Students are unable to completely withdraw from all classes online and are required to meet with an advisor or navigator prior to withdrawing completely from Shelton State. Students who wish to withdraw from some, but not all, classes in a given term are encouraged to meet with an advisor or navigator. Students who are Pell recipients or receive veteran’s benefits must speak with a representative from the Office of Enrollment Services before withdrawing from classes. Grant awards can be reduced or cancelled if students do not complete classes successfully. Withdrawing from any course has the potential to impact current and future financial aid opportunities. Specific drop/add dates are published in the Schedule of Classes each semester.

Nursing Withdrawal Policy: In addition to the College policies, withdrawal from the Nursing Program requires the following:
1. Completion of a withdrawal form;
2. Return of all equipment, books, etc. belonging to the Department; and
3. A scheduled student exit interview with the Director of Nursing Programs;

A student who wishes to withdraw from a nursing course must do so officially on or before last day designated to withdraw. A withdrawal from a nursing course for ANY reason or at ANY time during the semester is counted as one attempt at trying to complete the course. The student will have only one additional opportunity to enroll in the course. NOTE: Students who fail to follow these procedures may be denied reinstatement to the program. Leaving the college or the program without filing formal withdrawal notices and procedures will result in a failing grade in all courses in which the student is enrolled.

III. STUDENT SERVICES AND GENERAL INFORMATION

Financial Aid:

The Financial Aid Program described in the SSCC Catalog and on the SSCC web page is fully applicable and accessible to Nursing Students. Information concerning assistance programs, eligibility, and application can be obtained by contacting the Office of Enrollment Services.

Scholarships:

Organizations award several scholarships to nursing students. Applications and information regarding the scholarships will be made available by the Director of Nursing Programs, posted in course management system (Blackboard), and on the Nursing Programs Web page. Students may also visit the College website for financial aid and scholarship opportunities, contact the Office of Enrollment Services, and the SSCC Scholarship office for other scholarship opportunities. Several scholarships specific to nursing students are offered through the SSCC Foundation during the spring semester each year. Some Alabama clinical facilities award tuition and expenses to students. In return the students agree to work at the facility upon graduation. Students should contact the appropriate clinical facility if interested in more information.
Advising:

The College Student Services/Success staff and the nursing faculty and staff serve as pre-admission academic advisors for prospective nursing students. The Nursing Clerk's office develops a record of all applicants for admission to the nursing program and serves as advisor regarding record information. After admission, student records are maintained in the Nursing Program Clerk's office and/or nursing programs file room.

All students admitted to the program have individually designated nursing faculty advisors. Students are responsible for contacting assigned advisors and seeking assistance with program-related issues. Unless a change is requested by the student or the faculty member, the designated advisor role continues for the year or until graduation. Students with disabilities that might require special materials, services or assistance, should discuss these issues with the Office of Disability Services, their assigned adviser, instructor, or the Director at the beginning of the program.

Office hours are posted on each faculty member’s door. Additional hours may be provided by appointment. All faculty members have voice mail for telephone messages and e-mails. Students are encouraged to contact faculty members directly. In the event of an emergency, the student may contact the clerk at 205.391.2443 for assistance in locating a faculty member.

Guidance and Counseling:

Guidance and counseling services are not provided by the College. The College Advising staff is available to assist students in need of advice regarding educational and vocational decisions. Personal problems beyond the scope of a College advising staff are referred to an appropriate professional. The Advising Office is open 7:30 a.m. to 6:00 p.m. Monday-Thursday and 8:00 a.m. to 12:00 p.m. on Friday. Appointments may be arranged by calling the office at 391-2232.

ACADEMIC SUPPORT SERVICES

SOAR Institute:

SOAR (Student Opportunities for Achievement and Resources), located in room 2456 Martin Campus, provides individual instruction and assistance with general educational courses in the nursing curriculum including English, math, reading, and writing. In addition, computers are available for student use with word processing, statistics, spreadsheets, study skills, job skills, and résumé writing. The lab contains computers with Internet access. The lab offers vision testing by appointment. Students are encouraged to seek assistance at the Center as needed.

Tutoring:

A list of available nursing tutors and their contact information can be acquired through a nursing instructor. The appointment time and fee will be negotiated between the tutor and the nursing student.

Nursing Computer Laboratory:

The Nursing Computer Laboratory, located in Rooms 2362 and 2363, offers an opportunity for students to become familiar with the computer and to use software that will facilitate success in the nursing programs. The laboratory offers practice with simulated nursing programs, word processing programs, Internet use, and other applications. Students in the nursing programs are responsible for knowing and adhering to the following nursing computer lab policies and procedures:

1. Absolutely no eating, drinking, or gum is allowed in laboratory.
2. The laboratory is to be used only by authorized students under the supervision of an instructor or lab assistant or with special permission from the nursing office. No children or visitors are permitted.
3. All students who utilize the laboratory must show SSCC identification to enter the laboratory.
4. Software and hardware problems should be reported immediately to the nursing office or by calling 205.391.2443.
5. Students are to bring a portable memory device when word processing or for work to be saved. Under no circumstances should students save work on the hard drive.

6. Absolutely no software may be loaded on computers without the written permission from the Director of Nursing Programs or nursing office personnel.

7. Students may purchase a personal portable headphone set for use in the computer lab for programs which have sound. Students may also check in the nursing skills lab for the availability of portable headsets.

8. Please leave the laboratory as you find it. Shut down computers, replace chairs, remove garbage if any is accumulated, and erase board.

9. To access assigned computer programs, follow directions from your course instructors or the directions outlined in the nursing packet.

10. Refer to the nursing laboratory operating hours for each semester. The operating hours will be posted on the door of the laboratory to facilitate your learning process.

11. Printing is limited to ten (10) sheets per day and/or as College policies dictates (in the future, a fee may be charged).

Library Services:

Library Services are published in the SSCC Catalog. The libraries make available materials for teaching and research. The libraries have computer terminals available to access an on-line cataloging system to facilitate student library usage. All books owned by the college can be accessed by subject area, title, author, etc. Special resources for nursing students include periodicals, Cumulative Index to Nursing Allied Health Literature (CINAHL), and health-related books. Computers to check e-mail, access grades or on-line databases, etc. are located in the libraries. Self-service copying is also available in the libraries for a fee.

Reserve / Circulation Desk:

Materials placed on reserve by nursing instructors for student use are located at the reserve desk in the Brooks-Cork Library. A current I.D. card or driver's license is required to check out all library materials. Materials are reserved at the desk under the course name and number or the instructor's name.

Audiovisual (AV) Service:

The AV service of the libraries houses many health-related and nursing specific learning programs. Catalog listings or holdings are available at the libraries. Audiovisuals may be also be checked out for independent study. Audiovisuals may also be used by instructors for classroom learning.

Other Libraries:

Nursing students have access to the libraries at Bryce Hospital, Veterans Administration Medical Center, and Health Sciences Library, a department of the University of Alabama. These libraries house periodicals, audiovisuals, books, and other materials to support student learning in nursing courses. Nursing students are subject to all library rules and fines.

COMMUNICATION

Written Communication:

The faculty, including clinical instructors, encourage open communication with nursing students. Thus, written communication and documentation in the form of memos, letters, e-mails, facsimiles, and anecdotal notes (see Appendix B) are utilized throughout the curriculum. Students are required to update and keep a current, valid mailing address, Bucs e-mail account, and phone number in the nursing clerk's offices.
**Lines of Communication:**

Students are encouraged to seek guidance when a classroom, clinical, general problem or concern arises. If the concern is directly related to nursing courses, resolution should be sought through conference with the course faculty. If the concern is not resolved at that level, the subsequent steps include a conference with the Director of Nursing Programs with documentation of complaint or concern in writing, and then a conference with the Assistant Dean of Health Services. If the student, the instructor, Director of Nursing Programs or Assistant Dean cannot successfully resolve the issue, follow the Grade Appeals Policy found in the SCC Catalog and Handbook when applicable.

**Student Concern/Feedback:**

The nursing faculty and staff are open to student feedback regarding educational and college experiences. Students are encouraged to use the Student Concern/Feedback Form (See Appendix I). This form serves as a communication tool for constructive input in the following areas: curriculum, teaching, methodologies, resources, services, and miscellaneous items. The forms are available in the classrooms and the nursing skills lab. The student should complete the form and place it in the designated receptacle. The receptacle will be checked at least once weekly and directed to the appropriate individual or group.

**Bulletin Boards:**

Designated bulletin boards are located near the nursing classrooms. These bulletin boards and the course management system (Blackboard) are used to post general nursing program information and notices as well as relevant information specific to nursing courses. Students should check Blackboard daily for program information and announcements. Students are responsible for reading information and notices as posted. When appropriate, students are notified about forthcoming events or changes in schedule, etc. Students should verify their mailing address, e-mail address, and phone number each time they register and at other times as changes occur. Commercial notices are not permitted on the bulletin boards.

**Electronic Communication:**

Nursing faculty and staff have access to electronic communication. Students may log on the SCCC web page at [www.sheltonstate.edu](http://www.sheltonstate.edu) for information about the college. The nursing programs web page may be accessed from the College’s web page. Information specific to the Nursing Programs is posted on the nursing web page. In addition, the Nursing Program Blog link can be found there as well. Students, alumni, faculty, and staff are encouraged to submit articles or information for the Blog to the nursing office. Updates are made on a regular basis.

E-mail messages are not private or confidential. Students and faculty are encouraged to be selective in information sent via this method. It is the policy of the College and of the Nursing Programs that grades are not to be emailed. Students are encouraged to use their BUCS email to communicate with faculty and staff. BUCS email can be forwarded to a regularly used email address. Students are asked to provide nursing faculty or clerks with an email address to facilitate the flow of information. Students and faculty may also utilize the College’s Course Management System (currently Blackboard) to obtain and disseminate information about courses and other pertinent announcements. Blackboard should be checked daily.

**Social Networking Policy for Health Programs**

**Definition:** As non-limiting examples of social networking sites this policy is intended to cover are Facebook, Linked-In, Twitter, and any other site 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 and including dismissal from the health program. 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 deemed insufficient 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 any 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 discussions 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 the health program instructor promptly

A violation of this policy will result in appropriate disciplinary action up to and including dismissal from the health program.

**Liability Insurance:**

All students enrolled in clinical nursing courses are required to have liability insurance. The college enrolls students in a blanket school insurance policy for liability and accidents. Insurance fees are attached to specific nursing courses to facilitate the process. The policy insures students while they are participating in clinical activities which are a requirement of the curriculum. Eligibility for insurance coverage is made through annual and/or interval premiums to the insurance companies. **Students are encouraged to obtain personal medical and hospital insurance while enrolled in the Nursing Program as healthcare will be provided if needed while in clinical laboratory and the student will be charged for the medical care.**

In addition to the liability insurance, the College requires students to purchase and participate in Student Accident Insurance which also covers the student for activities while under the care and direction of the College. Fees are assessed at registration each semester. For further information or to file a claim, the student may contact the office of the Dean of Students.

Students who are employed as a nurse’s aide, LPN, or in any other health care role while a student in the Nursing Program are not covered by the College insurance when assuming these roles. A student must not identify themselves as a SSCC Student Nurse when they are working as an employee in a clinical agency and any other situation/setting not authorized by the nursing programs.

**First Aid:**

First Aid policies and procedures for injuries or illnesses on campus are published in the **SSCC Catalog**.

**Traffic / Parking:**

Campus traffic and parking policies are published in the **SSCC Catalog**. Permits enable students to park in designated student parking areas at clinical agencies. Students are expected to abide by the parking regulations of these agencies. After dark, students are encouraged to seek escort to vehicles.
ID Cards:

ID card policies are published in the SSCC Catalog. Nursing photo ID badges are issued to nursing students prior to their first clinical lab assignment. They are worn as a part of the nursing uniform and are used for identification as an SSCC nursing student to the clinical agency. The cost of the nursing ID badge is $5.00. The student must pay the $5.00 to the Cashier's Office and show the receipt prior to getting photo ID badge made. Clips for the ID badge may be purchased in the College Bookstore.

Lost and Found:

The lost and found policy is published in the SSCC Catalog. Misplaced or lost items within the nursing programs classrooms or laboratory may also be found in lost and found bin located in the nursing skills lab (Room 2118).

Telephone and Messages:

The use of campus telephones and relay of messages to students is published in the SSCC Catalog/Student Handbook. Unauthorized use of cell phones is prohibited during class, lab, or clinical. Students are permitted to bring approved handheld devices that support the required software to class, lab, and clinical. These must be used in accordance with nursing program guidelines and clinical agency guidelines. Use of a cell phone or other portable electronic device is not permitted during any assessment or test time. Students found using these devices will be reported to the Assistant Dean of Health Services, the Instructional Dean and Academic Misconduct Procedures instituted. Penalty may range from a reprimand to expulsion from the College.

Smoking Policy:

SSCC smoking policy is published in the SSCC Catalog (Shelton State is working towards having a smoke-free campus in the near future). Nursing students will abide by the smoking policies of the clinical agency to which they are assigned.

Chemical Abuse Policy:

The Nursing Department and the College assumes that entering students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accord with this belief. The College reserves the right to dismiss any students on or off campus behavior is considered undesirable or harmful to the College. The presence, sale, consumption, or use, and/or being under the influence of alcoholic beverage or illegal drugs is forbidden on campus, at campus sponsored functions, or clinical laboratory experiences. Violations of the chemical abuse policy of the college will render a student subject to disciplinary action, under specific procedures, which provides for adequate notice and a fair hearing. Penalties for violation include reprimand, probation, suspension or expulsion. Referrals for substance abuse assistance are made as appropriate.

Drug Screen Policy:

Any student who enrolls in the Shelton State Community College Nursing programs and desires to participate in courses which have a clinical component is required to submit to an initial pre-clinical drug screening. The initial pre-clinical drug screen will be conducted prior to entering the nursing programs. The student must abide by the Nursing Programs Drug Screen Policy and Clinical agency policy for which the student is assigned clinical practice. This includes pre-clinical and random drug screening should the student exhibit behaviors indicative of substance abuse at any time while enrolled in the nursing program (See Appendix B for complete Drug Screen Policy).

Background Check Policy:

All students who enroll in SSCC nursing programs are required to submit to a background check. Students may also be required to have a background check if requested by the clinical agency for which the student is assigned for clinical/lab rotations. All students must give permission to perform a background check as required by federal law pursuant to the fair credit reporting act. The student must abide by the nursing programs background check policy and policy at the agency to which the student is assigned for clinical practice (See Appendix C1 and C2 for Background Check Policy). Every effort will be made to provide students with the required
clinical experience to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

STUDENT ORGANIZATIONS

Shelton State Association of Nursing Students:

The Shelton State Association of Nursing Students (SSANS) is a pre-professional student organization for Pre-nursing and ADN students. It is an affiliate of the Alabama Association of Nursing Students (AANS) and the National Student Nurses’ Association (NSNA). The national, state, and local associations create unity among nursing students by stimulating interest in promoting professional nursing. Thus, the SSANS offers an opportunity for each student to meet and work with peers within their school as well as those from other nursing programs across the state and country. Personal accomplishments derived through joining the SSANS can be a valuable asset to the individual; such assets may include gaining leadership experience in holding offices on a local, state, and national level as well as committee work. This gives the student an indication of what to expect when entering a professional association (American Nurses’ Association, Alabama State Nurses’ Association). Members of the organization have the only voice on state and national nursing legislation offered to students. Information is available through the faculty advisor to the association. Membership fee is $45.00 per year.

Shelton State Association of Practical Nursing Students:

Practical nursing students have an opportunity to meet and work with their peers to learn more about their chosen profession and the role of a professional association. The Association (SSAPNS) prepares students to assume responsibilities for participating in nursing education experiences in order to provide the highest quality of health care and to address current concerns of the nursing profession. Information about SSAPNS is available from the faculty advisor and at new student orientation. Membership fee is $40.00 per year.

Nursing Division Alumni Association

The mission of the Nursing Division of the SSCC Alumni Association is to support the nursing programs, to further alumni involvement with the nursing programs, and to provide an avenue for fellowship among alumni and students. The Nursing Division of the SSCC Alumni Association is managed by a board made up of nursing alums. Yearly membership is available to currently enrolled nursing students, nursing alums, faculty, and staff. Current student membership is $10.00 and all others $20.00.

Curriculum Committee:

Students from the PN, Generic, and Mobility Tracks are elected by class members to serve as representatives on the Curriculum Committee. This committee provides for the development, implementation, evaluation and modification of the curriculum as indicated. Student concerns must be put in writing and brought to the committee through their representatives for resolution. The committee meets every month and membership consists of the Nursing faculty, student representatives and the Director of Nursing Programs.

Emergency Preparedness:

For all emergencies: Dial 9-1-1 immediately!
Martin Campus Security 205.391.2377 and Fredd Campus Security 205.391.2646
Shelton State Community College utilizes a state-of-the-art emergency notification system called SchoolCast. This system will allow you to receive instant notification should an emergency occur on our campus. You can receive instant notification should an emergency occur on our campus. You can receive alerts via email, text messaging, land-line and/or cell phone. Standard charges for incoming calls and text messages apply. During the first two weeks of each semester, an email will be sent to your Bucsmail email account with your login information. To log into your SchoolCast Dashboard, please go to www.myschoolcast.com.

In the event of inclement weather on class days on campus, students should monitor CampusCast rapid alert notification system, the college website, and local media for important updates and follow the instructions. Students who live in other counties should use judgment relative to safety. If closing of college is not announced on the local media, students should assume the college is open and
classes will be held. Refer to SSCC Catalog for other specific emergency procedures in the event of inclement weather on clinical
days.

Policy on Harassment:

Harassment policies are published in the SSCC Catalog. Complaints of harassment of any type by student in the clinical agency
should be reported to the clinical instructor. Clinical instructors will make complete written documentation of the incident and submit to
the Director of the Nursing Program and the Dean of Student Services.

IV. ACADEMIC HONORS

Recognition for outstanding academic performance is granted to full-time students each semester. Nursing students may
qualify for but not limited to the following honors.

President's List:
The President's List is composed of students who have maintained a semester grade point average of 4.00 and have completed a
minimum of 12 hours of college-level work.

Dean's List:
The Dean's List is composed of students who have maintained a semester grade point average of 3.50 or above and have completed
a minimum of 12 hours of college-level work.

Phi Theta Kappa:
Phi Theta Kappa is the international two year College honorary for students who have a grade point average of 3.50 or above and
have completed a minimum of 12 hours of college work. Information regarding the Alpha Epsilon Iota Chapter at SSCC is available at
391-3918.

In addition to the above honors, students in the Nursing Programs who are outstanding in academics, clinical performance,
leadership, personal qualities and classmate support are recognized and honored during Honors Week. Honors Week is usually held
in April/May of each year. Honors awarded in the Nursing Program include:

Nightingale Award: (Traditional ADN & Mobility Track ADN)
The Nightingale Award is a most prestigious award that is presented by the nursing faculty and students to the student who
demonstrates excellence within the nursing program, in clinical competence, leadership, and personal qualities.

Shelton State Association of Nursing Students (SSANS) Leadership Award:
This award is given in recognition of outstanding participation in the SSANS. The award is presented to a SSANS member who has
demonstrated leadership, dedication and enthusiasm for the nursing profession through involvement in the organization. The SSANS
advisor selects the recipient.

Shelton State Association of Nursing Students (SSANS) Fellowship Award:
The award is presented to a student for demonstrating humanitarian traits, qualities of unselfishness, helpfulness to others,
consideration, humility and loyalty to the nursing program. The nursing students select the recipient by simple majority voting.

Outstanding Associate Degree Nursing Student Award: (Traditional ADN & Mobility Track ADN)
The award is presented to the graduating ADN student who has a minimum grade point average of 3.0 and demonstrates exemplary
behavior both in the classroom and clinical setting.

Spirit of Nursing Award:
The award is sponsored by the Army Corps. It is given to the ADN student who best demonstrates the spirit of nursing in nursing
practice. Qualities of leadership, dedication, and enthusiasm for the nursing profession must be demonstrated.
Outstanding Practical Nursing Student Award:
This award is presented to practical nursing students who have a minimum grade point average of 3.0 and demonstrate exemplary behavior both in the classroom and clinical setting.

Shelton State Association of Practical Nursing Students (SSAPNS) Leadership Award:
This award is given to outstanding members of the Shelton State Association of Practical Nursing Students who have demonstrated leadership, dedication, and enthusiasm for the nursing profession through involvement in the organization. The SSAPNS advisor selects the recipient.

V. ACADEMIC CLASS INFORMATION

Textbooks and Required Course Materials:
Each nursing course has one or more required textbooks. The course materials contain pertinent information related to that course including but not limited to: course syllabus, course objectives, topical outline, method of instruction, class schedule, grade determination, clinical objectives, clinical evaluation form, student learning outcomes, and criteria for written assignments. Course materials will be available through the course management system. Textbooks and/or eBooks and course materials should be purchased, and course documents should be printed, prior to the first day of class as they are used in orientation to the course. The class instructor will review the course material information and students will use it as a resource for the remainder of the semester.

Students are encouraged to retain textbooks purchased for nursing courses to be used as references and in preparation for the NCLEX examination. These books are also often listed as required or recommended texts in subsequent courses. Students entering the nursing programs at Shelton State are encouraged to have a handheld device capable of running software used in their coursework and clinical experience throughout the curriculum.

Achievement Tests:
Achievement tests from national testing companies are clinically related examinations, commensurate with course content, and administered near the completion of a nursing course. All students are required to take the achievement tests (see each course syllabus). Scores on these tests serve as an appraisal of success. They provide a comparison of a student’s achievement to that of fellow classmates and students enrolled in nursing programs across the nation. Students are encouraged to prepare for achievement tests and to discuss the interpretation of their scores with their class instructor. Fees for these tests are paid upon registering each semester. Students who require more than two attempts on the comprehensive predictor will be required to pay additional fees. Students who score below the expected level are required to do additional remedial work to enhance their learning process (refer to the course syllabus). The ATI Review Policy can be found in Appendix G6.

Class Attendance Policy:
Policies on attendance are published in the SSCC Catalog, Standard College Policies Sheet, and are included in each course overview. They are reviewed by the instructor the first class day of each semester. Punctual and regular attendance is expected for all classes and laboratories. If sign in sheets are used, students will only sign their own names to the attendance record.

- Students are expected to attend all classes for which they are registered, to be prompt and to remain in class / lab for the entire time. Attendance will be recorded at every class / lab meeting. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Withdrawal from class can affect eligibility for federal financial aid. In addition to the SSCC policy, nursing program attendance is as follows: A student is considered excessively absent after missing more than 2 weeks of classes, or 10% of laboratory / clinicals. For an absence to be considered excused, it must be accompanied by an extenuating circumstance and proper documentation within one week of returning to class. Students who are excessively absent are required to meet with the Director of Nursing Programs.
- Make up work, test(s), or assignments given for excused absences, as allowed by the Standard College Policies, shall be left solely to the discretion of the instructor.
• Students will be considered tardy on arrival to the class after the official class starting time. After the first late arrival, each subsequent late arrival will be counted as one-half (½) class absence.

**Classroom Behavior:**

Students are expected to be alert, attentive, and courteous to others while in class, show a willingness to respond to questions and participate in class discussions, and have a lively interest in the subject matter, as evidenced by attention to/participation in classroom activities.

The College and the nursing programs have “zero tolerance” for disruptive class behavior. Since enrollment in college is by choice, students who fail to demonstrate common courtesy and cooperation in the classroom are choosing, by their behavior, to cancel their enrollment. The Dean of Students will be notified of all such violations and appropriate steps taken. Instructors set the tone and demeanor of their classes. Unauthorized use of cell phones, unsanctioned talking, eating, sleeping, arriving late, leaving early, argumentative discourse, and reading of unrelated materials during a class will be considered rude or disruptive to the learning environment. Students will be asked to leave the classroom if rude or disruptive behavior occurs. Students who are asked to leave must meet with the faculty member, and Program Director and/or Assistant Dean, before the student will be allowed to return to class.

**Classroom Restrictions:**

Food and drink are not permitted in the classroom. Special health problems will be considered on an individual basis. Visitors (including children) are not allowed in the classroom. All phones or other electronic devices must be turned off while in class or lab (unless used as directed by instructor in a case study and/or class assignment). The instructor may establish guidelines and restrictions for electronic device use in the classroom. Students found using these devices outside of established classroom guidelines will be reported to the Assistant Dean of Health Services, the Dean of Academic Services and Academic Misconduct Procedures instituted. Penalty may range from a reprimand to expulsion from the College.

**Examination Attendance:**

Students are expected to make every effort to be present for all examinations. Students are expected to notify the class instructor prior to an expected absence on examination day. Students arriving late to write examinations are expected to complete the examination within the same specified time frame as other students who arrived on time. With documented extenuating circumstances and the instructor's permission, missed examinations may be scheduled during the week prior to final exams of the semester. Make up work, test(s), or assignments given for excused absences, as allowed by the Standard College Policies, shall be left solely to the discretion of the instructor (See specific course syllabus for further information). The student must arrange with the instructor to write missed exams. Make-up exams can be of any format (i.e. essays, multiple choice, etc.).

**Academic Misconduct Policy:**

Since the value of a college degree depends on the absolute integrity of the work done by each student for the degree, it is imperative that the student maintains a high standard of individual honor in scholastic work. Academic honesty likewise is necessary for the student to develop intellectual potential and self-esteem. (See Academic Misconduct Policy in SSCC Catalog and Student Handbook). Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic misconduct involves, but is not limited to each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

1. Cheating—giving or receiving, offering or soliciting information on any assessment or examination or other assignment, unless authorized by the instructor. Examples include:
   a. Copying from another student’s paper
   b. Using of any material not authorized by the individual administering the assessment or exam
   c. Using of a “cellphone” or other electronic communication device during a class assessment
   d. Collaborating with another student during or after an assessment or examination or assignment
e. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be unreleased contents of an examination or the use of any such material;
f. Bribery any person to obtain assessment or examination information;
g. Substituting for another person during an assessment or examination or allowing such substitutions for one’s self.
2. Plagiarism - the appropriation of passages, either word for word, or in substance, from the writings of another and the incorporation of those passages as one’s own written work offered for credit. It is always assumed that written work offered for credit is the student’s own, unless proper credit is given the original author by the use of quotations or other explanatory inserts.
3. Misrepresentation-falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
4. Before the first exam of each semester, students will be required to sign an Academic Misconduct Policy Agreement.

**Examination Policy:**

To insure equal opportunity and prevent distractions during examination writing the following policies will apply:

1) Instructors reserve the right to control seating arrangements, departures from the room and communication exchanges between students.
2) Books, notebooks, cell phones, and personal property may be required to be placed in a designated area or collected as directed by the instructor before writing an examination.
3) Examination booklets answer sheets and scrap paper if used will be submitted to the instructor upon or after completion of the exam.
4) Students are not to write in the exam booklet unless instructed to do so by the instructor.
5) Students are to check their answer sheets very closely before submitting to the instructor on exam day. Should the student erase an answer, they are instructed to erase carefully and completely, and to write the selected response letter at the end of the test item. **Erasures will only be considered if the student follows these guidelines.**
6) Students may not leave during the exam testing period without prior permission from the instructor.
7) Caps and sunglasses are prohibited during exam testing period.
8) Cell phones of any type are prohibited during exam testing period.
9) Other electronic devices are prohibited unless permission is given by the instructor.

**Note:** Academic Dishonesty will not be tolerated. If examination monitors suspect an incident of cheating, the student will be referred to the Dean of Instructional Services. Penalties for Academic Misconduct can range from a reprimand to suspension from the college. Students who have an excused absence from an exam will be given an opportunity to write the exam during the week of finals. See examination attendance for further information.

**Examination Reviews:**

The purpose of the exam review is to enhance the student’s learning process in developing increased knowledge and comprehension of tested material/subject.

The Nursing Faculty has approved the following exam review guidelines:

1. Exam reviews may or may not be conducted. If a review of an exam is conducted, the manner in which it is carried out is at the discretion of the instructor(s) teaching the course.
2. Students who have not taken the exam are not allowed to attend the exam review.
3. Students may choose not to attend an exam review. If the student chooses not to attend, the student will forfeit any additional points or grade change after the review is completed.
4. The exam review is conducted by the course coordinator or a faculty designee. The review is usually held within two weeks after the exam. The course coordinator will set the review date and time.
5. Students participating in the exam review must abide by the following rules:
   a) No pencils or pens are allowed on desk top during the review.
b) Exam score sheets may or may not be returned to those students who are present. Returning answer sheets is at the discretion of the instructor.

c) Test booklets may or may not be given to students. If given to the student, there will be no writing during the review.

d) Cell phones of any type are prohibited during an exam review and may be collected beforehand by the instructor.

6. Any discrepancy in the exam grade must be discussed with the instructor at the time of the exam review.
7. If a discrepancy in scoring is found by the instructor, adjustments will be made to all affected students' grades.
8. Any and all grade change is at the discretion of the course coordinator / instructor.
9. No changes to the exam grade will occur until after the review is completed.
10. If extenuating circumstances prevent a student from attending a scheduled exam review, the student must notify the instructor before the exam review date. The student may then request an appointment to discuss his/her status consideration. There will be no make-up exam reviews.

Note: If a review is not held after an exam, the students' grades will be assigned based on the score the student achieved using the standard accepted grading policies/procedures.

**Nursing Student Self-Remediation Policy**

If a student is unsuccessful on a theory exam, the student is expected to complete a self-remediation form and submit it to their instructor within three days of the next scheduled exam. See Nursing Student Self-Remediation Form (Appendix K).

**Grading Policy:**

The Nursing Program records student achievement by means of a letter grade system. To facilitate the completion of grade averages, a grade point value is placed on the grades. The following table gives the letters used, the meaning and the corresponding grade-point values. See the individual course syllabus for further specific grading information.

A. **Clinical laboratory performance:** Unless denoted otherwise in the course overview, clinical laboratory performance is graded as Satisfactory or Unsatisfactory – The Clinical/laboratory grade earned must be “Satisfactory” to receive a passing grade in the course. **A student who fails to satisfactorily meet the criteria for clinical/lab component of a nursing course will receive an “F” for that course regardless of the grade in the theory component.**

B. **Theory:** No rounding of test scores will be done. (Ex. 78.6 is 78.6). Only the final grade is rounded: 0.5 or higher will is raised to the next whole number.

<table>
<thead>
<tr>
<th>Grade Scale for all Nursing Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90 – 100 = Excellent</td>
</tr>
<tr>
<td>B = 80 – 89 = Good</td>
</tr>
<tr>
<td>C = 75 – 79 = Average</td>
</tr>
<tr>
<td>D = 60 – 74 = Poor = Failing in Nursing Programs</td>
</tr>
<tr>
<td>F = 59 and below = Failure</td>
</tr>
</tbody>
</table>

Note: A grade of B = 85 - 89 in the drug calculation component of NUR 104 and any other calculation tests in the program. A minimum letter grade of C (75) is required in all other nursing courses to pass and progress in the program. In each course, a student must achieve a 75 percent grade average on unit and comprehensive final exam to successfully complete the course. Other grades will be added only after the minimum grade of 75 percent is achieved.

**Grades that do not affect GPA**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
The grade point average (GPA) is determined by multiplying the number of grade points for each grade received by the number of semester hours for the course; then the total number of grade points is divided by the total number of semester hours attempted. A grade of Incomplete (I) indicates that the student, for reasons satisfactory to the instructor, has been unable to complete the requirements of the course by the end of the semester. For credit in the course, the work must be completed within the following semester, otherwise the grade (I) is automatically calculated as a failure. At the close of each semester final course grades are submitted to the Admission’s Office by the course instructor. Final course grades can be viewed via the internet by going to the Shelton State web page (www.sheltonstate.edu), clicking on semester grades, clicking on view grades, and following instructions on that page. Nursing exam grades are provided to the student within one week of exam. Grades are not posted, given by telephone, or e-mail.

HIGH STAKES ASSESSMENT & EVALUATION
SSCC nursing program integrates high-stakes testing and evaluation within the curriculum to determine and document student achievement against standards of nursing knowledge and competent nursing practice. High-stakes testing and evaluation is defined as any assessment that has an effect on a student’s progression or non-progression within the program of study. High-stakes assessments are essential and address the following needs:

- To determine minimum levels of competency associated with knowledge, skills and attitudes that are acceptable for safe practice;
- To provide faculty with the ability to accurately separate those who are competent from those who are not; to protect the public by setting a standard for competent versus incompetent practice;
- To evaluate the curriculum and program of study to provide a mechanism for early detection of struggling students with subsequent development of a remediation plan; and
- To evaluate NCLEX preparedness and predict students ability to pass NCLEX

In courses that integrate high-stakes assessments, a “no pass” or unsatisfactory evaluation will result in a “not passing” in the course. For example, in NUR 102 Fundamentals of Nursing, a student may be passing the didactic portion of the course, but does not pass one of the required lab assessments. Not passing a high-stakes assessment may result in not passing the course.

Examples of high-stakes testing include lab performance exams and a final comprehensive exam. SSCC nursing programs are dedicated to promoting student success. Students who do not pass a high-stakes exam are offered remediation services. Not passing a high-stakes exam could result in the student not progressing in the curriculum or graduating. Students should refer to individual course syllabi regarding high-stakes exams within specific courses.

PROGRESSION POLICY:
In order to progress/continue in the nursing program, the student must:
1. Achieve a grade of C (70) or better in all required general education courses and a grade of C (75) or better in all nursing courses.
2. Be acceptable by all clinical agencies for clinical experiences. If a student is dismissed from a clinical agency, they may be dismissed from the program and/or receive a failing grade for the course enrolled.
3. Maintain up to date immunizations/meet clinical requirements as required by nursing program and clinical facility.
4. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
5. Maintain current CPR at the health care provider level.
6. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a failing grade in nursing course, the student cannot progress/continue in the program until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

Students Who:
1. Withdraw and/or fail (D, F, or W) one or more required courses in a single semester must apply for reinstatement to the program.
2. Withdraw and/or fail (D, F, or W) two or more required courses in the first semester of the nursing program must apply for admission as a new student.
3. Withdraw and/or fail (D, F, or W) a course (s) in two separate semesters in the nursing program will result in dismissal from the program.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then the student may request a hearing before the Nursing Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

REINSTATEMENT POLICY:
Reinstatement to the nursing program is not guaranteed. Students must perform the following:
1. Provide completed reinstatement form no less than six (6) weeks prior to the beginning of the semester to reinstate.
2. Request reinstatement within one year (less than 12 months) from the term of withdrawal or failure.
3. Adhere to the current nursing curriculum and program policies and procedures in effect in the College Catalog and Handbook at the point of reinstatement.
4. Meet academic eligibility which includes:
   a. A grade point average of 2.0 from nursing courses completed at SSCC; 
   b. A cumulative grade point average of 2.0 or higher at SCCC.
5. Clinical space availability.
6. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
7. Must not have been reinstated to a nursing program prior to present request.
8. Must not have been dismissed from a previous nursing program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area.

Definitions:
Reinstatement-students who have a withdrawal, failure in a nursing course, or an interruption in the program 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 Process:
Students whose progression through the nursing program is interrupted and who desire reinstatement in the program must:
1. Schedule an appointment with the Director of Nursing Programs to discuss eligibility for reinstatement.
2. Apply for reinstatement by published submission deadlines. Students who submit reinstatement request after the deadline may be considered at next course availability.
3. Apply for readmission to the college if not currently enrolled.
4. Demonstrate competency in previous nursing course(s) as indicated.
5. Update immunizations, drug screen, and other health records as required for clinical experience.

NOTE: Priority for reinstatement will be given to students who began the program at the college
Please refer to Appendix D and E for further information.

TRANSFER POLICY:
Students wishing to transfer:
1. Must meet the entry and admission standards for the institution and the nursing program.
2. Must provide evidence that all required general education and nursing courses were completed with a grade of C or better taken at another institution and maintain a 2.5 cumulative GPA in all previous college work at the time of transfer.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Must provide a letter of recommendation from the Dean/Director of the previous program.
5. Must complete at least 25% of the total program at the accepting institution.

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. If accepted, Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Also, validation of skills and knowledge may be required to determine program placement.
TRANSIENT STUDENT POLICY

The transient 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 Transient Status

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 possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

ADN TRANSFER TO PN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework — MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 — with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program (See Request for Transfer Form in Appendix L).

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the RN program are only allowed one attempt in the PN program.
7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the college catalog.
8. If unsuccessful in the PN transfer option, the student must meet current admission/progression requirements.

**Note: ADN students who are unsuccessful in the last semester of the program may enroll in the last semester of the PN program if not dismissed for unsafe client care.**

Leadership Development Policy:

The nursing faculty supports the development of student professionalism and leadership development. The faculty believes that these qualities can be developed and enhanced through a student's participation in his/her professional organization and extracurricular activities. The faculty has developed and endorses the following extra credit criteria to encourage leadership and professional development:

1) Two points on the lowest course unit exam or
2) One point on final course grade (must have a final grade of 75 or above before point's added).
Students desiring to receive the extra credit must be a member of the Shelton State Association of Nursing Students (SSANS or SSAPNS) and the national organization affiliate. Students must have annual membership fees paid prior to participating in any leadership activity. Students must also meet one of the following criteria in order to be eligible to receive extra credit (examples include):

1) Attending the annual Alabama Association of Nursing Students (AANS) convention or the Shelton State Association of Practical Nursing Students (SSAPNS) convention;

2) Participating in a minimum of three (3) preapproved community/campus service projects. Examples include: donate/assist with blood drive, actively participate in local health fairs, community service organizations, or walks (i.e. Relay for Life, Race for the Cure, Sickle Cell Walk).

Once a student has met the above criteria, the student must receive written documentation from the SSANS advisor or the SSAPNS advisor. The advisor will forward this information to the student and faculty member. The above activities must be witnessed by or have received prior approval by the advisor. A student may receive extra credit for leadership involvement in one nursing course per semester.

**Complaint & Student Grievance Policy:**

A sincere attempt shall be made to resolve any non-academic grievance by scheduling a meeting between the grieved person and the appropriate school personnel. Any student who wishes to make a complaint about a strictly academic matter shall do so by virtue of the SSCC grade appeal procedure. A complaint related to disability shall be reported to the College ADA Coordinator. Other types of complaints shall be reported to the Dean of Students. Refer to Disciplinary Procedures in the SSCC Catalog for nonacademic issues.

**Academic Complaints:**

A student academic complaint is broadly defined as a complaint regarding an academic action taken by instructional or administrative personnel at SSCC. An academic complaint may be filed by a student against SSCC personnel including instructional personnel, administrators, or staff members. Examples of complaints include, but are not limited to, allegations of unfairness in grading; alleged violation of a written or oral agreement with a student, e.g., course requirements for graduation; alleged inconsistent applications of existing grading policies. Such complaints must be identified as soon as possible after the alleged action took place. All academic complaints should be handled informally, if possible. The proper chain of command for academic complaints is as follows: Schedule an appointment with the instructor or the person(s) involved to discuss the concern, if no resolution is reached, put the concern in writing and schedule an appointment with the Director of Nursing Programs. If no resolution to the concern is reached with the Director, then schedule an appointment for a conference with the Assistant Dean of Health Services. If no resolution to the concern is reached with the Dean of Health services, then schedule an appointment with the Dean of Instructional Services and Workforce Development. A formal process may be started if indicated. Please refer to the Grade Appeal Procedure in the SSCC Catalog & Student Handbook. All Academic Grievances and/or Complaints are handled through the Instructional Dean's Office.

**Course Evaluations:**

For program improvement, students are expected to complete a student opinion survey at the end of the each semester. Evaluation of the course, teacher effectiveness, clinical instructor and clinical agency are included. Students are asked to complete the evaluation online and the student's anonymity is protected. The instructor may take students to a computer lab to complete the evaluations.

**WRITTEN ASSIGNMENTS GUIDELINES**

**Clinical Written Assignments:**

Written clinical assignments, nursing concept maps, drug information forms, etc., will be submitted and reviewed with the clinical instructor at the beginning of the clinical day or during pre-clinical conferences. Failure to submit a required written plan of care/preparation will result in dismissal from the clinical unit and an unsatisfactory grade for that clinical day will be recorded.
The written concept map preparation work is evaluated and returned to the student. All completed written clinical assignments will be returned to the instructor for midterm and final clinical evaluation.

**Written Work Guidelines:**

The Shelton State Community College Nursing Faculty requires scholarly written work. Students submitting written work will use the following general guidelines.
2. Submit paper which is grammatically and editorially correct.
3. Present material concisely but completely.
4. Include a title page in the accepted format utilizing a short title.
5. Include an introduction and summary in the paper.
6. Include a reference page.
   *See specific requirements for writing papers located in course packet/syllabus.

**Guidelines for Submitting Written Work:**
1. All work is expected on the designated due date.
2. Students are responsible for errors in format and typographical errors.
3. Only quality standard typing paper is acceptable.
4. Submitted papers must be stapled or placed in a cover.
5. Refer to course syllabus for other specific assignment requirements.

**SKILLS LAB**

**Lab Policies for Student Use:**

The Nursing Skills Laboratories offers an opportunity for students to practice the nursing skills they will need to be successful in the Nursing Programs at Shelton State Community College. It is equipped with complete bedside units, mannequins, models, equipment and supplies necessary to simulate and practice nursing care skills. Students in the nursing programs are responsible for knowing and adhering to the following policies and procedures.

1. Students are required to attend all skills lab classes. More than ten percent absence is considered excessive.
2. Once the student acquires a uniform, he/she may be required to wear it in the skills lab.
3. Students will be provided theory, principles, and demonstration of physical assessment, medical asepsis, use of equipment and correct technique to perform nursing procedures. Students are expected to perform a limited proficiency return demonstration that is satisfactory according to established criteria.
4. A student’s return demonstration will be evaluated as satisfactory by the instructor before allowing the student to perform the procedure or use equipment in the clinical facilities.
5. All Skills Lab equipment and supplies should remain in the designated area at all times when not in use.
6. Removal of any equipment or supplies from the Skills Lab requires the permission of an instructor or Skills Lab Assistant and the completion of a request form.
7. All equipment checked out must be returned within 24 hours and/or specified agreed time and must be signed in by the instructor or Skills Lab Assistant.
8. The depletion of, or need for supplies should be reported to the Instructor or Skills Lab Assistant.
9. Students should ask for assistance if unsure of equipment usage.
10. Students will be provided with or have supplies made available to assist them with becoming proficient in their assigned nursing procedures. The students are responsible for following the protocols of Skills Lab care of supplies and equipment.
11. When the Skills Lab is not in use, students may request permission to use the Skills Lab for additional practice. Students should check with instructor, lab assistant, or the bulletin board to schedule practice time each month.
12. Following use of the Skills Lab, students are responsible for leaving the area clean, neat, and in order.
13. All parenteral and/or invasive procedures performed in the Skills Lab are demonstrated on mannequins only.
14. No finger sticks by faculty or students are to be done in the Skills Lab.
15. Needles and syringes will be disposed of in the sharps disposal container. Should the student receive a needle stick injury during the Skills Lab experience, the instructor will be notified (even though the likelihood of the presence of blood borne pathogens is minimal). An incident report will be written and submitted to the Director of Nursing Programs. (See Appendix G5)

16. Stethoscope ear pieces should be cleaned before and after each use.

17. Gloves are not to be exchanged.

18. Thermometer sheaths should be disposed of properly. Needles and syringes should be disposed of properly. Faculty or the nursing Skills Lab Assistant will orient students on proper disposal.

19. Students are not to sit on counter tops, behind the nurse’s station, recline or sit on the beds.

20. Skills Lab is to be utilized by the students in nursing programs only (NO visitors are permitted).

21. There is to be no eating or drinking allowed in the Nursing Skills Lab.

22. Students are to place books or items not needed for practice in the cubicles at the front of the lab.

23. Students are not permitted in the Lab without an instructor.

24. Students are not authorized to use the phone at the desk in the Lab.

25. The Skills Lab shall be locked at all times. Full time faculty and skills lab assistant are authorized to have keys.

26. Students are to report damaged or inoperative equipment to instructor or Skills Lab Assistant.

27. Each student is required to purchase a nursing pac for skills lab practice and is responsible for the contents. Nurse Pacs ordered by students that are not picked up, will become the property of the Nursing Program. Contact the Skills Lab Assistant for time to pick up unused nurse packs.

For additional/specific information on policies and procedures related to the Nursing Skills Lab, please refer to the Nursing Program Skills Lab Manual located in Room 2118.

NOTE: CELL PHONES AND ELECTRONIC DEVICES MUST BE TURNED OFF DURING LAB CLASSES UNLESS THEY ARE BEING USED FOR AN ASSIGNMENT.

VI. HEALTH POLICIES

Student Records Policy:

Students who are seeking admission and/or are enrolled in a health service program at Shelton State Community College are required to submit an application, academic information, health, medical, and related information to the program’s office. All information submitted to the program/division office becomes the property of that office and is held confidential. Students and graduates of the program are encouraged to obtain and maintain copies of the health, medical or related information submitted for future reference (i.e. medical exam record, TB skin test results, immunization record, CPR records, etc.). NO HEALTH, MEDICAL OR RELATED INFORMATION THAT MAY BE IN THE PROGRAM’S OFFICE FILE WILL BE RELEASED TO PERSONS OR AGENCIES FOR EMPLOYMENT OR PERSONAL REASONS.

Clinical Requirement Guidelines and Procedures

Clinical requirements are extremely important and relevant to the future professional life of the nursing student. Cooperation with the nursing program processes such as meeting deadlines is a component of nursing education and the clinical experience. Keeping information current is the student’s responsibility. Timely submission of clinical requirement documentation ensures that coordination with clinical sites will not be delayed.

1. One week after the clinical requirement deadline has passed, the Assistant Dean of Health Services or the Director of Nursing will send a letter to the student who has not met deadline requirements detailing documentation deficiencies. Until the student is compliant, the student will not be allowed to attend clinical experience.

2. If a student does not meet the clinical requirements, he or she will receive notification that he or she is not allowed to attend clinical experience or simulation until authorized by the nursing office. No make-up will be allowed.

3. A Corrective Action Plan may be filled out by the dean’s office and completed with the student.
**Student Health Examination and Related Requirements:**

Students accepted into the Nursing Program are required to submit the following health status documentation and maintain a current status of:

1. Health/medical record form completed by a licensed physician or practitioner. It should include the status of any current mental or physical health problems, clearance for the student to enter the nursing program and ability to perform essential functions (see Appendix A).
2. Yearly negative TB Skin Test, initial two-step, or chest x-ray.
3. Vaccinations
   a) An annual flu vaccination is required.
   b) MMR (German Measles, Mumps, Rubella) or titer.
   c) Hepatitis B Series or evidence of immunity (see Appendix F1-F3).
4. Current cardiopulmonary resuscitation (CPR) for healthcare providers.
5. The nursing faculty reserves the right to require a currently enrolled student who has been absent for surgery, pregnancy or childbirth, accident related injuries, or other health problems to have a written statement by a licensed physician releasing the student to return to full classroom and clinical activities.
6. A negative Drug Screen is required on all nursing students prior to the first clinical lab course. Refer to complete policy, Appendix B.
7. Background check is required on all nursing students. Refer to complete policy, Appendix C.
8. A student will notify the clinical instructor when she suspects she is pregnant. This information will assist the faculty in making assignments for the student in the clinical lab. Pregnant students must have written documentation from her physician each semester during the pregnancy and after the pregnancy stating the student may participate in clinical / lab classes.
   **Note:** All students must attend an OSHA universal precautions class before any first clinical assignment and annually thereafter (See complete Exposure Control Plan and Procedure Appendix G1-G4).

**Clinical Requirement Guidelines and Procedure (see p. 37)**

**Change of Health Status**

The SSCC Department of Nursing requires students to submit a “Change of Health Status” form (see Appendix F4) if severe illness, surgery, hospitalization, or pregnancy occurs after entry into clinical nursing courses. The form must be submitted to the nursing office.

**Health Insurance**

1. All students in the Department of Nursing are responsible for health care costs sustained while enrolled in nursing courses.
2. The Department of Nursing highly recommends that all students carry personal health insurance coverage.

**Accident and Injury Policy:**

Clinical agencies by contractual agreement must provide access to emergency care in the event of injury to a student. Students who are injured should immediately notify the clinical instructor who will initiate the action for treatment. Emergency care will be handled according to clinical agency policy. A written summary of the occurrence and care rendered will be submitted by the clinical instructor to the Director of Nursing Programs. In the event of an exposure incident, specified forms will be completed and submitted (see Student Exposure /incident Report Appendix G5). Follow-up medical reports will also be submitted to the Director of Nursing Programs.

Expenses for emergency treatment and/or medical intervention are the responsibility of the student. The college or the clinical agencies are not responsible for any claims or expenses that result from an action of a student in the clinical agency. Students are encouraged to purchase personal medical insurance. The college requires students to purchase and participate in Student Accident Insurance which also covers the students for activities while under the care and direction of the college. Fees are assessed at registration each semester. For further information or to file a claim, the student may contact the Office of the Dean of Students.
**HIV Reporting Policy:**

Students are informed of Public Law #102-141, Section 633 and “The Alabama Infected Health Care Worker Management Act” during orientation to the program. The Law requires that HIV or HBV infected health care workers report to the State Health Officer his/her condition within 30 days of the time he/she is aware of his/her infection. The infected health care worker must realize that any physician providing care to any infected health care worker must notify the State Health Officer of the infected status within seven days of the time he/she is diagnosed. All students must comply with this law.

**Care of Infectious Respiratory Patients:**

Shelton State Community College Nursing students are not to provide nursing care in the clinical setting to patients with infectious respiratory illnesses that require the student to use special respiratory masks that are specifically fitted to each individual. The cost and time involved in this process make it impossible for nursing students to care for infectious respiratory patients in the clinical setting.

**VII. UNIFORM POLICY**

The uniform/ID badge provides identification of the SSCC nursing student in the clinical agency. Students should be constantly aware that they represent nursing and the College to the public when dressed in the uniform. They, therefore, are charged with portraying a positive image of nursing. Clinical/lab attire will be addressed in each clinical course.

Each student is required to have the designated school uniform/ID badge the first clinical day. The uniform must be neat, clean, well-pressed and well fitted. Uniforms must meet the guidelines developed by the Nursing Program faculty and students. Students will not be allowed to deliver patient care and will be sent home if the uniform guidelines are not met. Maternity uniforms must be approved by the Director of Nursing or Nursing faculty. The designated school uniform is purchased during the first semester of the Nursing program.

**Hair Nails and Miscellaneous:**

1. Hair must be a naturally occurring color. Hair that is shoulder length or longer must be pulled back and pinned up away from the face and off the collar. Large, brightly colored or ornate bows, ribbons or clips are not to be worn.
2. Men must be clean shaven or have neatly trimmed beards or moustache.
3. Nails must be short (not visible from the palmar side of the hand), clean and neatly filed. Acrylic nails, gel nails or overlays are prohibited. Nail polish, if worn, must be clear or of neutral color.
4. A wedding band and one pair of small hoops or stud earrings of gold, silver or pearl (no larger than ½ inch in diameter) may be worn in the ear(s) only. Other body piercing ornaments are prohibited.
5. Tattoos are not to be visible while in the clinical/laboratory.
6. A watch with a second hand may be worn when providing the client with care. NO other jewelry or ornament may be worn on the body.
7. Because some persons are adversely affected by odors, cologne and perfume should not be worn while administering nursing care.
8. Chewing gum is not to be used in any clinical laboratory experience.
9. Students must practice good dental hygiene; teeth must be clean and in good repair. Any missing teeth will require a written treatment explanation from a dentist. Use of deodorant and mouthwash is encouraged.
10. Clean, white, fitted short or long-sleeve t-shirts may be worn under the uniform top. The t-shirt should only be visible at the neck and the sleeve for the long-sleeved t-shirt.

**Uniform:**

1. Full uniform/ID badge should be worn each clinical day, even when changing to specialty area scrub clothes.
2. Students are required to wear the designated, monogrammed, uniform laboratory coat during the following clinical laboratory experiences:
   a) When the policy of the clinical agency does not specify a particular uniform.
   b) Those clinical laboratory experiences in which the nursing instructor and the health agency agree full uniform is not necessary.
3. Uniforms must be clean, neat, pressed, and reasonably well fitted.
4. White nursing shoes or all white leather sport shoes may be worn for clinical experiences. Shoes must be clean, in good repair, polished and worn only for clinical experiences. Sandals, open-toed, and canvas shoes are not acceptable.
5. Miscellaneous non-uniform sweaters and jackets are not acceptable.

### Preparation for Clinical Experiences

Students are expected to be prepared for patient care in clinical situations according to the learning outcomes specific to that particular clinical experience and according to the directions given to them by their faculty member. Students who are not prepared for clinical as outlined in each course will be sent home.

Students may enter their assigned clinical site under the following circumstances:

- To prepare for client care as arranged by the faculty member. In many clinical rotations it is required that one day prior to the clinical experience a student spend approximately two hours at the agency for client selection and assessment.
- At scheduled clinical times.
- When special arrangements are made through the faculty member for special entry into a clinical facility to complete course requirements.
- In attire appropriate to the clinical facility and wearing the college ID badge.

Students will be given specific instructions by their clinical instructor for each clinical facility prior to their first clinical day in that facility.

### Professional Attire Guidelines (when not in uniform) & Clinical Assignments

- Before entering any clinical site, students must clarify with faculty what the attire requirements are for the specific clinical setting to which they are assigned.
- Students are expected to comply with the attire requirements of the clinical setting, site, or agency to which they are assigned for clinical experience.
- When students are in clinical settings to obtain patient assignments and gather information in preparation for clinical they are to wear their white laboratory jacket with SSCC clinical photo ID badge. Alternatively, students may be required to wear their complete SSCC uniform and clinical photo ID badge.
- The SSCC clinical photo ID badge must be worn in the clinical setting.
- It is expected students will arrive at clinical settings conservatively and professionally dressed.

Conservative/professional attire includes, but is not limited to:

**Women**
- Dress pants or khakis (not skin tight)
- Dresses, blouses, tops and/or sweaters with professional appearing neckline and length (no cleavage). Tops are to cover the midriff. No torso skin is to be exposed. Dresses or skirts can be no more than two inches above the knee.
• Lab coat and closed toed shoes
• Minimal jewelry and make up should be worn.

Men
• Dress slacks or khakis (not skin tight)
• Short or long sleeved collared shirt and/or sweater
• Lab coat and closed toed shoes

Examples of inappropriate dress for women or men include, but are not limited to:
• Sweat pants
• Sweat shirts
• Excessively short skirts
• Plain or logo tee shirts
• Leggings/Pajama bottoms
• Jeans
• Shorts
• Halter tops
• Any other sexually provocative attire
• Flip Flops
• Crocs
• Shoes with holes

Clinical Assignments:

When students are required to complete a pre-clinical patient assessment/preparation, the following attire guidelines are used:
1. Dresses or skirts can be no more than 2 inches above the knee and must be longer than the lab coat, dress pants or slacks and clean shoes.
2. No jeans, leggings, tank tops, T-shirts, or hats are allowed.
3. Minimal jewelry and makeup should be worn.
4. A white laboratory coat with designated SSCC monogram, ID badge/passport.

Required Clinical Equipment:

A pocket size notebook, black ink pen, bandage scissors, stethoscope, watch with second hand, penlight, and personal protection equipment (optional) such as eye shields, etc. are necessary to provide nursing care.

Clinical/Lab Attendance:

Students must notify the clinical instructor at least a week prior to intended absences (e.g. legal obligations, elective surgery, etc.); at that time a written explanation and date of intended absence will be submitted. In the event of unforeseen extenuating circumstances on the day of a clinical the unit and assigned clinical instructor must be notified at least 30 minutes before time to report for assignment.

Clinical Cancellation

Clinicals will be cancelled when the college is closed. If the college is delayed clinicals may also be cancelled or delayed at the discretion of the clinical instructor in consultation with the course coordinator. The instructor will verify cancellation by contacting the students and via Blackboard announcement. Safety is always the first; therefore, if the student believes it is unsafe to drive, they are to notify the clinical agency and the clinical instructor within 30 minutes of clinical start time.
**Clinical/Lab Tardiness:**

Tardiness to lab/clinical is not acceptable. Tardiness is defined as any arrival after scheduled clinical/lab start time. Students who arrive within 15 minutes after the assigned clinical start time will be counted absent for ½ day. Students who arrive later than 15 minutes after scheduled clinical start time will be dismissed and counted absent unless the clinical instructor has been previously notified and has approved the late arrival. *Any time accumulated as a result of the preceding protocol will be counted towards the 10% allotted for absences.

**Absences Due to Extenuating Circumstances:**

In the event of extenuating circumstances, the equivalent of two (2) weeks of class hours and ten percent (10%) of skill lab hours or clinical hours for each course will be recognized as legitimate absences. Absences in excess of these parameters are considered unexcused absences and may contribute to the student’s inability to achieve the objectives required to pass the course. Extenuating circumstances include sickness, death in immediate family or certain legal obligations. Work related, child care, and travel circumstances will not excuse an absence. Students must verify the extenuating circumstances by proper documentation and be responsible for their own attendance record. The student must submit appropriate documentation of extenuating circumstance to the instructor within one (1) week of returning to class in order for an absence to be excused. Missed material will not be re-taught by the instructor. Instructors are not required to notify students in danger of excessive absences or if the student has exceeded the absence policy rules. If a student is unable to attend class regularly, the student should withdraw from the class before excessive absences contribute to the student’s inability to achieve the objectives required to pass the course. There are no provisions to make-up clinical absences. However, when a clinical/lab assignment is missed and is within the ten percent allowed, an alternate assignment may be completed at the discretion of the instructor (check course syllabus for further information).

**Travel Expenses Clinical / Lab:**

Nursing students are responsible for their transportation to clinical agencies. The amount of travel varies with each clinical course. Students are encouraged to form car pools when possible. Due to insurance restrictions students are not to transport patients in their cars. Students will park in areas designated by the clinical agency.

**Exposure Incident Reports:**

Exposure Incident Reports are completed for untoward actions made by the student (e.g. medication errors, injury involving a student, patient, and/or others). The report will describe in detail the circumstances of the incident and action taken. The incident is immediately reported to the instructor and/or nursing staff RN. A physician will be notified and will direct any further action or medical intervention. A copy of the incident report is submitted to the clinical affiliate coordinator or designee and the Director of Nursing Programs and Assistant Dean of Health Programs. Refer to Appendix G5 for the Student Exposure Incident Report.

**General Policies for Clinical / Lab:**

1. Skills laboratory is required in specific courses. Students are required to purchase their own designated Nurse Pac for the specific course to utilize during the practice learning activities in the laboratory.
2. The clinical instructor will arrange orientation to the clinical agencies prior to having students provide patient care. The orientation will include but not be limited to:
   a. Fire disaster policies and procedures.
   b. HIPPA policies and procedures.
   c. Infection Control policies and procedures.
   d. Policies and procedures related to compliance with OSHA regulations on blood borne pathogens.
3. Students will make their assigned patient(s) aware of their student status.
4. Complete uniforms will be worn to each clinical lab assignment unless directed differently by clinical unit protocols.
5. Students will follow the policies and procedures of the clinical agency to which they are assigned. A policy and procedure manual is accessible on every unit.
6. Students will do only those procedures in which they have had classroom instruction, practice in skills lab and subsequently checked-off by the clinical instructor.

7. Students (if applicable) will not take physicians' verbal orders. They will explain their student status and locate a qualified person to take the order. Students may transcribe written orders, under the supervision of a staff RN during the management component of the NUR 204 course.

8. The clinical instructor will accompany the student (if applicable) to obtain narcotics from the cabinet and co-sign the narcotic record. If satisfactory proficiency for administration of the medication has not been assured, a clinical instructor will observe the procedure.

9. Students will have nursing documentation approved and verified by the clinical instructor. Students are required to provide the team leader with a complete verbal report of patient's condition before leaving or terminating the clinical day.

10. Any patient admission and / or discharge procedure completed by a student must be reviewed and co-signed by the staff RN responsible for the patient.

11. Students will handle specimens of blood or other potentially infectious material, and decontaminate and / or dispose of contaminated material according to the policies of the clinical agency to which they are assigned.

12. Students will remain on the assigned unit unless authorized by the clinical instructor or staff RN to leave.

13. Breaks are limited to one 15 minute break and one 30 minute lunch break during the clinical day. Students will report to the clinical instructor or staff RN when leaving and returning.

14. Students will report the status of their patient(s) to the staff RN responsible for the care of the patient if absent for an extended period including meal times.

15. Smoking regulations will be complied with according to the policy of the respective clinical agency.

16. Students are not to use clinical unit telephones for personal calls. In case of an emergency, permission may be granted to use the clinical agency's phone. Approved smart devices that support nursing software may be used in accordance with the clinical agency policy.

17. Each student should give his/her family a copy of their clinical and class schedule including the instructors name, course number, and room number at the college and name of assigned clinical unit. In the event of an emergency the family must contact the instructor and the instructor will notify the student.

18. Students will not divulge information about patients' conditions over the telephone or via social media. (See social media policy)

19. Confidentiality of patient information must be maintained. No information via verbal or electronic means is to be taken from the patient care area according to HIPPA guidelines.

20. A student will notify the clinical instructor when she suspects she is pregnant. This information will assist the faculty in making assignments for the student in the clinical lab. Pregnant students must have written documentation from her physician/health care provider each semester during the pregnancy and after the pregnancy stating the student may participate in clinical / lab classes. (See Change of Health Status, Appendix F4)

21. Students will not report to clinical lab or maintain a presence on the clinical unit if physically or emotionally impaired.

22. Students' communication with patients should be patient-centered. No personal affairs / problems will be discussed within the patient's hearing.

23. Students are not to give or receive gifts from patients.

24. Students will be respectful and courteous to others.

25. Upon completion of patient care assignments, students are expected to use available time productively, [(e.g. spending time sitting and talking with (or listening to) the patient(s), assisting other students with nursing care, doing research about assigned patient or topic for the clinical objective of the day)].

26. Anecdotal records are used to communicate satisfactory and unsatisfactory behaviors (See Appendix H).

27. Students will attend the beginning and end-of-shift reports. Students will provide an end-of-shift report of their assigned patient(s).

28. Students who do not have all preclinical prep work completed and/or are unable to discuss the care of their assigned patient will be dismissed from the clinical area. Time missed as the result of being unprepared for care of patient will be counted as a clinical absence.

Skills Laboratory Remediation

Remediation is required before any psychomotor retest. Students who are not successful on the first or second attempt of a psychomotor skills validation test must undergo remediation prior to revalidation. Unsuccessful return demonstrations deemed
appropriate for remediation by the faculty evaluator must also adhere to remediation. See Nursing Skills Lab Remediation Form (Appendix J).

**Observational Experiences**

Students who are assigned observational experience are **NOT** allowed to perform any skills or assist with patient transfer, medication administration or documentation of any information unless they are under the direct supervision of the Registered Nurse.

**National Patient Safety Goals**

The SSCC Nursing Program encourages and supports practices which are in compliance with current *National Patient Safety Goals*. The Goals are updated regularly by the Joint Commission and can be found at [http://www.jointcommission.org/hap_2014_npsgs](http://www.jointcommission.org/hap_2014_npsgs).

**Completion of Clinical Evaluation:**

The following procedures are used for clinical evaluation:

1. Student will review course clinical evaluation form at the beginning of the semester to become familiar with expected behavior during clinical rotation experiences.
2. Student will self-evaluate on the Clinical Evaluation Form at midterm and/or identified intervals, and at the end of the semester.
3. An appointment will be made with the clinical instructor to validate the student’s performance using a separate evaluation form.
4. Students will complete an Affiliate Evaluation, if applicable, of the assigned clinical agency.
5. Students will have an opportunity to complete a Student Opinion Survey/Evaluation for the course near the end of the semester.

**VIII. STUDENT CONDUCT**

Policies regarding standards of conduct are published in the SSCC Catalog/Student Handbook along with those unacceptable behaviors for which disciplinary action is warranted. In addition to those behaviors, a student may be subject to disciplinary action for failure to exhibit the attitudes and skills deemed necessary to function as a professional nurse. The faculty of the Nursing Program recognizes its responsibility to the nursing profession and to the consumer of health care. Therefore, any act by a nursing student considered to be unprofessional behavior shall be defined as Clinical Misconduct and shall be deemed cause for disciplinary action. The Nursing faculty also reserves the right to recommend to the Nursing Director and/or the Assistant Dean of Health Services that a student be terminated from the nursing program or not allowed to progress in the nursing course for any of the following reasons:

**Clinical Misconduct:**

Guidelines used for evaluating Clinical Misconduct include:

1. Provisions of the Alabama State Nurse Practice Act
2. American Nurses Association Code of Ethics
3. Policies of the ADN Program/PN program and of the Clinical Agency

**Behaviors considered as Clinical Misconduct include, but are not limited to:**

1. Breach of confidentiality, legality, or accountability;
2. Violation of HIPPA policy.
3. Non-adherence to policies of the Clinical Agency and/or Nursing Department;
4. Any act in violation of safe nursing practices;
5. Falsifying records or failure to document or report accurate patient information;
6. Unprofessional attitudes and/or behaviors such as disrespect for the dignity, rights, and individuality of the patient and others;
7. Lack of personal and professional integrity;
8. Demonstrating behavior that reflects impairment of judgment and/or ability to provide safe and competent nursing care (such as but not limited to being under the influence of alcohol, drugs, or being mentally or physically ill).

Any student who unduly compromises the safety of a patient and / or displays clinical misconduct behaviors will receive a clinical grade of unsatisfactory for the semester and cannot return to the clinical area. The student must achieve a clinical grade of satisfactory in order to progress in the program. A grade of unsatisfactory will result in a grade of “F” for the course.
Clinical Misconduct Procedure:

1. A student whose conduct is judged to be clinically unsafe will be dismissed at any time from the clinical unit. Unsafe clinical performance is defined as that behavior that is actually or potentially injurious to patients, staff or the reputation of the Clinical Agency.
2. The clinical faculty member observes the behavior or verifies the report of another who was actually present.
3. The faculty member seeks consultation with the Director of Nursing Programs, describes the situation in writing and gives a copy to the Director, the student, and the Assistant Dean of Health Services.

Procedure for Dismissal

The following procedure is used for a clinical misconduct dismissal:

a) The clinical faculty member observes the behavior or verifies the report of another who was actually present.

b) The faculty member determines that the behavior was unsafe or injurious. The judgment is based on the professional knowledge of the faculty and does not require further confirmation.

c) The faculty member informs the student and dismisses the student from the clinical area.

d) The faculty member then follows the procedure as listed under Clinical Misconduct Guidelines.

The student will be prohibited from further clinical laboratory attendance pending any appeal. The student has the right to grievance/appeal of all penalties imposed for clinical misconduct and is assured a fair and impartial hearing and due process. Grievance/Appeal procedures are published in the SSCC Catalog/Student Handbook.

Clinical Probation Policy:

Clinical probation results from failure to accomplish one or more of the clinical behaviors as listed on the clinical evaluation tool. The instructor conducting the evaluation will counsel the student, document the situation, and place documentation in the student's file. The student is provided guidance and recommendations on ways to improve performance and placed on probation for a specified time. During the probation period, the student is closely observed and must demonstrate competency. Failure to demonstrate competency will result in failure of the clinical component of the course and thus receive a failure for the course. Probationary status will be reviewed at the end of specified time period. **STUDENTS WHO DISPLAY CLINICAL MISCONDUCT BEHAVIORS ARE NOT PLACED ON PROBATION, BUT, ARE DISMISSED FROM THE PROGRAM.**

Clinical Progression:

Clinical grades are recorded as Satisfactory or Unsatisfactory. Progress in the clinical component of nursing courses is determined by informal and formal evaluations. Informal evaluations are conducted throughout the semester. Clinical evaluation tools are used for formal evaluations and are documented summations of the student's performance of clinical behaviors for the term period indicated.

The rating scale for student performance is:

S = Satisfactory--Student has consistently demonstrated performance at or above acceptable standards.

N I = Needs improvement--Student has demonstrated areas in which only minimal or substandard performances are identified at midterm.

U = Unsatisfactory--Student has consistently demonstrated areas in which substandard performance is identified.

Critical Behaviors for each course are identified with an asterisk (*) throughout the clinical evaluation form. These behaviors are essential in the provision of professional nursing care. In order to receive a passing summation rating for the clinical component of the course, the student must earn 100% satisfactory ratings on all critical behaviors on the clinical evaluation tool and attend at least 90% of the total scheduled clinical days.
Clinical Passport Policy:

All nursing students are required to successfully complete basic critical skills assessments in the campus nursing skills lab during the first foundational course (i.e. Fundamentals of Nursing). Upon successful validation of all the required basic critical skills the student will receive a PASSPORT, which clears that student to practice in an assigned clinical area. The behaviors/skills are the basis for the clinical evaluation of the students when performing any of the skills in the clinical setting. Students must have a valid PASSPORT at all times when in an assigned clinical. The student must demonstrate continued competency with the basic critical clinical skills in order to retain the PASSPORT. A suspended/revoked PASSPORT places the student in jeopardy of not completing the clinical, therefore failing the course. If a clinical PASSPORT is revoked more than two times during a term/semester the student will receive an Unsatisfactory and a grade of Failure (“F”) for the course. For additional information, see individual course packets.

IX. GRADUATION INFORMATION

Requirements for Graduation:

Requirements for graduation in certificate, AA, AS, and AAS Degree programs are listed in the College Catalog (please refer to this section for detailed information). In addition, all nursing students are required to pass a Comprehensive Assessment Exam during the last semester of the program. If a student does not pass the Assessment Exam, they will be required to participate in remedial activities as determined by the faculty and then repeat the Assessment Exam. The student is given two scheduled opportunities to successfully pass the exam. The first two opportunities are included in the ATI course fee attached at time of registration. The third attempt will require the student to pay additional fees. If the exam is not passed on the second attempt, the student will receive an “I” (incomplete) for the course. Additional remediation work is required and a final opportunity is given to successfully pass the Assessment Exam. If the student is unsuccessful on the third and final opportunity the student will receive an “F” for the course and the course must be repeated.

Graduation:

Shelton State Community College conducts two formal graduation exercises at the end of the spring and fall semesters each year. A reception for graduates, families and friends may also occur in conjunction with the ceremony. Students must complete a minimum of 49 semester hours for PN and 72 semester hours for ADN to be eligible to graduate. Applications for degrees are available in the Admissions/Records Office and are to be completed in March and October of each year. Diplomas will be awarded at graduation. The College reserves the right to withhold diplomas or transcripts for students who do not satisfy their financial obligations to the college.

SSCC Pinning Ceremony

Nursing students who complete the Associate Degree, Practical Nursing and Nursing Assistant/Home Health Aide programs have the option of participating in a pinning ceremony. The ceremony will be held at the end of each semester and will be under the auspices of Shelton State Community College and thus under the general control of the administration and faculty of the institution. The following policies will govern the ceremony activities:

1. Administration/College Responsibilities:
   a. Participate in the ceremony as requested by the completing students.
   b. Provide a place of location in which the ceremony will be held.
   c. Provide a reception for the completing students and their guests.
   d. Provide the necessary set up, decorations and equipment.
   e. Provide the printing of the ceremony programs.
   f. Review and evaluate program and procedures to ensure College policies are followed.
   g. Review and evaluate for areas of improvements.

2. Nursing Faculty responsibilities:
   a. Serve as advisors to the completing students of each program to help plan the ceremony.
   b. Participate in the ceremony as requested by the completing students.
   c. Assist with the presentation and pinning of the students during the ceremony.

3. Student Responsibilities
a. Elect committees from the completing student body of each class to assist with planning and coordination of the pinning ceremony. Suggested committees include: Program Agenda and Speaker, and Invitations and Program Printing.
b. Invite administrators and faculty (in writing) to the scheduled ceremony.
c. Purchasing the College’s designated program pin and lamp (required to participate in the ceremony).
d. Purchasing of pinning ceremony invitations if desired.
e. Student pinning dress code will be designated by program faculty and staff.
f. Follow College policies and procedures as it related to established ceremony standards.

SSCC Nursing Pins:

Only graduates of the SSCC Nursing Program are entitled to wear the specified AD or PN nursing pins. Pins may be purchased through the Nursing Department. Prices are subject to change. The procedure for obtaining pins is explained to students during the last semester of the Program.

NCLEX Exam:

The National Council Licensure Examinations (NCLEX-PN & RN™) are administered by the NCS Pearson, Inc. for the National Council. Testing occurs year-round via computerized adaptive testing (CAT) in all states and U.S. territories. Official transcripts with evidence of completion of the program of study must be submitted by the school to the Alabama Board of Nursing (ABON) within 30 days after graduation. The Board of Nursing must review applications and authorize candidacy before the NCLEX exams can be written. Applications to write the examination may be denied by the ABON based on this review. Therefore successful completion of the ADN or PN curriculum does not guarantee eligibility to write the NCLEX exam for licensure. A NCLEX review session for writing the NCLEX exams are generally provided on campus prior to graduation or within three (3) weeks after graduation. Completing students are required to attend the review courses.

NCLEX Examination Policy and Procedure:

Students are expected to make application for licensure with the Alabama Board of Nursing and with the National Council of State Boards of Nursing to take the NCLEX examinations at the completion of the last semester of their program of study. Nursing faculty and staff will provide the necessary forms and / or assist all students with the application process. Graduates from SSCC are expected to sit for the NCLEX examination within four (4) months after program completion dates. Graduates who fail to take the exam within the four-month completion period are asked to refresh their knowledge base.

Application for Licensure for NCLEX:

Legal requirements for licensure in the state of Alabama are listed in the Alabama Board of Nursing Administrative Code. Application forms for the NCLEX are available from the ABN website (www.abn.state.al.us) and are reviewed with the graduates during the final semester along with procedural information. The NCLEX application for licensure by examination includes questions regarding past arrests and convictions for DUI and/or criminal offenses (misdemeanor or felony) and history of mental illness or chemical dependency, placement on state or federal abuse registry, disciplinary action or actions pending by any state board of nursing, and previous court martial or military discipline. Candidates are advised to respond honestly as failure to do so can result in denial of licensure. Therefore a student who completes the program is not guaranteed eligibility to write the NCLEX exam for licensure. Applications with an affirmative response to one or more of the aforementioned questions cannot be routinely processed.

The Alabama Board of Nursing requires that individuals who apply for a license must submit a social security number and proof of citizenship; therefore, the individual’s social security number and proof of citizenship documentation will be included with the transcript sent to the Alabama Board of Nursing.
**Previous Convictions:**

When submitting an application for licensure by exam, any applicant who has a previous conviction must submit a detailed letter of explanation, certified copies of the charges, disposition of the charges, and evidence of meeting conditions of the court. Information must be obtained from the clerk of the court in the county where the conviction occurred. If it is a drug or alcohol related conviction, the applicant must submit verification of treatment for substance abuse and evidence of support group attendance and compliance with after care recommendations.

**Hospitalization or Treatment for Mental Illness/Chemical Dependency:**

If an applicant for licensure has been hospitalized or treated for mental illness, the applicant must submit a detailed letter of explanation, a statement from an appropriate health care provider (physician, psychologist) that indicates (a) diagnosis, (b) treatment, including present medication, (c) stability, and (d) after care recommendations. Request the health care provider to send the statement (original or certified) directly to the Board of Nursing. The applicant should submit a statement explaining the type of illness and treatment. If an applicant has been treated for chemical dependence, the following documentation must be sent to the Board of Nursing:

a. verification of treatment for substance abuse (to be sent directly to the Board from the treatment center);
b. verification of compliance with after care recommendations;
c. verification of current support group attendance; and
d. sobriety date.

**Disciplinary Action by a Licensing Authority for Nurses:**

If an applicant for licensure has had disciplinary action taken against him/her by a licensing authority for nurses (RN/LVN/LPN), a certified copy of the board order, including findings of fact and conclusions of law, must be submitted to the Board of Nursing. All of the information will be reviewed and a determination made regarding the approval of the application. Depending on the information submitted and the circumstances, there may be a delay in processing the application and temporary work permit. If further information is needed the BON will contact individual candidates. Each case will be handled individually. Applications for graduates who are eligible for licensure, pending examination results and having none of the listed disciplinary actions, will be processed routinely. A candidate with questions regarding his or her application should call the Board office for direct information (334-293-5210 or 1-800-656-5318).
X. GLOSSARY

**Academic Misconduct** - all acts of dishonesty such as: cheating, plagiarism, and/or knowingly furnishing false information to the college in academic related matter.

**Accreditation** – a voluntary non-governmental process that uses peer review to determine if academic programs meet public confidence.

**Approval** – the term generally referred to by most state boards to describe authorization of nursing education programs meeting minimal standards as defined by the Nurse Practice Act or state rules and regulations.

**Bloodborne Pathogens** - pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and immunodeficiency virus (HIV).

**Breach of Accountability** - failure to assume responsibility for ethical and legal actions related to patient care in accordance with HIPPA.

**Breach of Confidentiality** - unauthorized disclosure of information or knowledge concerning patients in accordance with HIPPA.

**Breach of Legality** - conduct which is contrary to that permitted by law.

**Breach of Safety** - conduct which leads to exposing others to harm, injury, and/or contamination or the potential for harm, injury, or contamination.

**Cheating** - knowingly attempting to or actually acquiring or giving information fraudulently in order to influence performance on examinations and/or assignments.

**Clinical Agencies** – off campus health care facilities (hospitals, public health clinics, mental health agencies, nursing homes, etc.) where planned instructional activities occur with patients across the lifespan.

**Clinical Evaluations** - an appraisal form used in the clinical component of each course to determine the extent to which a student is achieving the student learning outcomes and program competencies.

**Clinical Experiences** – planned instructional activities with patients across the lifespan designed to achieve student learning outcomes and graduate competencies. The learning experiences are under the direction of a qualified instructor or agency nursing personnel who provides feedback and support.

**Clinical Misconduct** - conduct that fails to conform to professional standards.

**Clinical Unit** - patient care unit to which students are assigned for nursing care experiences.

**Contaminated** - the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Competencies** – measurable behaviors, knowledge, actions, and skills essential to the practice of nursing.

**Co-requisite** - academic course taken concurrently with nursing courses after admission to the program.

**Course Syllabus** - defines the course outcomes, the document contains a course description, meeting times, expectations and attendance policies, course outline, reading assignments, exam dates and numbers, grading policy, required texts and supplies, and required related activities in which the student will be involved in and out of class.

**Course Packet** - packet containing a course overview and clinical evaluation form specifying course criteria that determine successful completion of the course. Any related activities in which the student will be involved in and out of class are also included.

**Critical Incident** - an act by a student in the clinical agency which is or has the potential to be life-threatening is a violation of critical behaviors.

**Dismissal** - to send away or remove from the clinical area pending decisions about an occurrence or incident.
**Drug and Alcohol Abuse** - any use of alcohol and/or drug substance which has mind-altering properties to the extent that the student’s judgment, skills, and abilities to provide safe and competent nursing care are impaired.

**Essential Functions** – physical, sensory, and cognitive abilities necessary to function as a student nurse.

**Exposure Incident** - a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of student's skill in the clinical agency.

**Evaluation** - a method used to determine the extent to which a student is achieving the goals of the learning experience.

**Faculty** – persons who teach and evaluate students and are academically and experientially qualified.

**Incident Report** - clinical agency forms used when an error or accident occurs (e.g., medication error, injury involving student, patient, staff, visitor, etc.) for documentation purposes.

**Invasive Procedure** - a procedure which involves introduction of an object into a body cavity (other than mouth or ears) or pierces mucous membranes or the skin barrier, with an object.

**Licensure** – the process by which a governmental agency gives affirmation to the public that the individual engaged in an occupation or profession has minimal education, qualifications, and competence necessary to practice in a safe manner.

**Learning Experience** - experience carefully selected to show the relationship between theory and practice.

**Nurse Administrator(s)** – the individual(s) with responsibility and authority for the administration and instructional activities of the nursing education unit (program) within the governing organization (i.e. Dean, Chairperson, Director).

**Outcome** – a statement that reflects the achievement of identified goals.

**Program Outcome** - the end result of what the nursing program wants to achieve or accomplish. They are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission or goals (i.e. program completion rates, job placement rates, licensure exam pass rate, graduate satisfaction, and employer satisfaction).

**Student Learning Outcome** - statements of expectations written in measurable terms that express what a student will know, do or think at the end of a learning experience (at the end of a course or program).

**Parenteral** - piercing mucous membranes or the skin barrier, through such events as needle sticks.

**Physical and/or Emotional Impairment** - a current physical and/or emotional illness that interferes with the student’s judgment, skill and/or ability to perform safe and competent nursing care.

**Plagiarism** - representing another's works, ideas, or data as one’s own in any academic activity.

**Probation** - a period of time allowed to correct a deficit or performance standard.

**Protocols** - guidelines for student attendance and performance on specific clinical units.

**Skills Lab** - campus simulated laboratory to provide students with practice of nursing skills.

**Staff** – non-faculty personnel who facilitate the attainment of goals and outcomes of the nursing education unit (program) including clerical and other support person(s).

**Termination** - expelling the student from the program without readmission privileges.

**Unprofessional Conduct** - conduct that would tend to bring reproach upon the College and/or nursing profession and/or of a character likely to deceive, defraud, or injure the public in matters pertaining to health.
The Alabama College System and Shelton State endorses the Americans' with Disabilities Act. 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 nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing 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 essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Essential Functions</th>
</tr>
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<tbody>
<tr>
<td>Sensory Perception</td>
<td></td>
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<tr>
<td><strong>Visual</strong></td>
<td>• Observe and discern subtle changes in physical conditions and the environment</td>
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<td></td>
<td>• Visualize different color spectrums and color changes</td>
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<td></td>
<td>• Read fine print in varying levels of light</td>
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<td></td>
<td>• Read for prolonged periods of time</td>
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<td>• Read cursive writing</td>
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<td>• Read at varying distances</td>
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<td></td>
<td>• Read data/information displayed on monitors/equipment</td>
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<tr>
<td><strong>Auditory</strong></td>
<td>• Interpret monitoring devices</td>
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<tr>
<td></td>
<td>• Distinguish muffled sounds heard through a stethoscope</td>
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<td></td>
<td>• Hear and discriminate high and low frequency sounds produced by the body and the environment</td>
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<td></td>
<td>• Effectively hear to communicate with others</td>
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<tr>
<td><strong>Tactile</strong></td>
<td>• Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics</td>
</tr>
<tr>
<td><strong>Olfactory</strong></td>
<td>• Detect body odors and odors in the environment</td>
</tr>
<tr>
<td><strong>Communication/ Interpersonal Relationships</strong></td>
<td>• Engage in a two-way communication and interact effectively with others, verbally and in writing, from a variety of social, emotional, cultural and intellectual backgrounds</td>
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<td></td>
<td>• Work effectively in groups</td>
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<td>• Work effectively independently</td>
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<td>• Discern and interpret nonverbal communication</td>
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<td>• Express one's ideas and feelings clearly</td>
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<tr>
<td></td>
<td>• Communicate with others accurately in a timely manner</td>
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<td>• Obtain communications from a computer</td>
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</tbody>
</table>
| 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 nursing 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 nursing 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 nursing care  
• Calibrate/use equipment  
• Execute movement required to provide nursing 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 nursing 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 by examination as stipulated by the Alabama Board of Nursing  
• Must not pose a threat to self or others  
• Function effectively in situations of uncertainty and stress inherent in providing nursing care  
• Adapt to changing environments and situations  
• Remain free of chemical dependency  
• Report promptly to clinicals and remain for 6-12 hours as assigned on the clinical unit  
• Provide nursing 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 nursing 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 College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide reasonable accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing 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 essential functions.

Requests for reasonable accommodations should be directed to: **The Dean of Students**

Student Name: ______________________________________  Student Social Security #: ________________________

(Check one)

_____ I have read and understand these essential functions and I certify, to the best of my knowledge, that I have the ability to perform these functions.

______________________________   ______________________
Student's Signature       Date

OR

_____ I have read and understand these essential functions and, to the best of my knowledge, I will be unable to perform function # _____ due to a disability. I understand that I need to provide documentation of my disability and recommendations for accommodations of my disability from my physician. I am requesting the following reasonable accommodation(s):

______________________________   ______________________
Student's Signature       Date

****************************************************************************************************************************************************

(To be completed by physician)

(Check one)

_____ I feel that this student is physically able to perform the functions that have been listed on the previous page.

_____ I feel that this student is not physically able to perform the functions that have been listed on the previous page.

______________________________   ______________________
Physician’s Signature       Date
SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
STUDENT DRUG SCREEN POLICY

Any student who enrolls in the Shelton State Community College Nursing programs and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. The initial pre-clinical drug screen will be conducted prior to entering the nursing programs. The student must abide by the College's Drug Screen Policy and any agency policy for which the student is assigned clinical practice. This policy includes random drug screening and reasonable suspicious screening.

PRE-CLINICAL SCREENING
1. All students will receive notice of the drug screening guidelines prior to admission to the nursing programs.
2. The nursing programs will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the drug-screening program will not be permitted to participate in courses with a clinical lab component.
3. Drug screening will be scheduled and conducted by Behavioral Health Systems Inc. at the cost of $26.80 per student. The fee for testing is to be paid by the student.
4. Any student failing to report for screening at the designated time and place (Laboratory Corporation of America) must complete testing within 24 hours of that date and/or provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result on the 9 Classes of Drugs as required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses.
6. Positive drug screens will be confirmed by the Medical Review Officer. No sample is reported as positive before it has been tested at least three times.
7. Results will be sent to the Director of Nursing Programs at Shelton State Community College.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the nursing program. The student will be considered for readmission according to the criteria in Section VI of this document.

II. RANDOM DRUG SCREENING
At any point or time in a student's enrollment, they may be subject to a random drug screen. The Director of Nursing will establish the number of the random screening sample. The selection will be made from all currently enrolled nursing students using a statistically random procedure. After being notified of their selection, students will report to Laboratory Corporation of America at the designated time and place. The same procedural steps (2-13) outlined in Section IV Student Drug Screen Procedure will be used except that there is no cost to the student for a random screen (step #1 Section IV).

III. REASONABLE SUSPICION SCREENING
Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
2. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance;
3. Evidence of tampering with a drug test;
4. Information that the individual has caused or contributed to an incident in the clinical agency;
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing programs.

At any point or time in a student’s enrollment, the student may be subject to a reasonable suspicion drug screen. After a student’s behavior is noted as suspicious, the student will report to Laboratory Corporation of America at the designated time and place. The same procedural steps (1-13) outlined in Section IV Student Drug Screen Procedure will be used.
IV. STUDENT DRUG SCREEN PROCEDURE
1. Students must pay the $26.80 screening fee prior to time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will ask the student if he or she is currently taking any medications. It is important that the student bring all prescription medication at the time of testing.
6. The collector will collect a monitored urine specimen.
7. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine specimen and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for nine (9) classes of drugs:
   a. Amphetamines
   b. Barbiturates
   c. Benzodiazepines
   d. Cocaine
   e. Cannabinoids
   f. Metaqualone
   g. Opiates
   h. Phencyclidine
   i. Propoxyphene
12. Positive screens will be confirmed by the Medical Review Officer.
13. Students will be informed of the screening results by the Director of Nursing Programs within seven (7) working days of testing.

V. CONFIDENTIALITY
The Director of the Nursing Programs will receive all test results. Confidentiality of the test results will be maintained. Only the Director and the student will have access to the results, the exception being if any legal action occurs which require access to test results.

VI. APPEALS PROCESS FOR POSITIVE SCREENS
1. If a student drug screen is positive for drugs, the student will contact the Program Director and/or Chair.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and/or chair will have seven working days to respond.
5. If the student cannot reach an agreement with the Program Director and/or Chair, the student’s next step is to present documentation to the Assistant Dean of Health Services. The Assistant Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Assistant Dean, the student should make an appointment with the Dean of Students.

VII. READMISSION
To be considered for readmission, students who withdraw from the nursing program due to positive drug screen must:
1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Submit to an unannounced drug screen at the student’s expense prior to readmission. A positive screen will result in ineligibility for readmission.
Drug screening policies/programs suggested or required by the Alabama Board of Nursing, Shelton State Community College, and/or various institutions 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 the screening which satisfies the program or requirement established by the Alabama Board of Nursing or any clinical agency with whom the College contracts for clinical experience, whether it is pre-clinical drug screening, random drug screen, or reasonable suspicious screening.

Some of the nine 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 a student has a prescription for one or more of the nine 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. The Medical Review officer will follow up give recommendation(s).

I have read, understand, and agree to the above drug screen guidelines.

I hereby release Behavior Health Systems, Laboratory Corporation of America, the Medical Review Officer, Shelton State Community College, and the nursing faculty from any claim in connection with the Drug Screen Policy.

I understand that should any legal action be taken as a result of the Drug Screen Policy, that confidentiality can no longer be maintained.

____________________________________________    _____________________________
Student Signature                   Date

____________________________________________  ______________________________
Witness                   Date

May 2002
Reviewed, April 2013
I understand that any student who enrolls in the Shelton State Community College Nursing programs and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. I certify that I have received a copy of the Shelton State Community College Drug Screen Policy, have read, and understand the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug screen result that I will be unable to participate in the clinical portion of the nursing program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO THE REQUIREMENT TO HAVE A DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE SHELTON STATE COMMUNITY COLLEGE NURSING PROGRAM.

I further understand that my continued participation in the Shelton State Community College Nursing Program is conditional upon satisfactory of the requirements of the clinical agencies providing clinical rotations for the nursing program.

____________________________________ _______  ________________________________________
Student Signature            Witness Signature

____________________________________________  ________________________________________
Student Printed Name          Witness Printed Name

____________________________________________  ________________________________________
Date           Date

It is the official policy of the Alabama Department of Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or shall be subject to discrimination under any program, activity, or employment.

May 2002
Reviewed, April 2013
Students must abide by the policies established by the health care (clinical) agencies with which Shelton State Community College Health Programs (Nursing and Respiratory Therapist) contracts for clinical experiences. This may include a pre-clinical background screening. Fees for all background screening must be paid by the student.

1. All students will receive notice of the background screening requirement prior to admission and will receive a copy of the policy upon admission to the program.
2. Background screening will be scheduled and conducted by the assigned clinical agency and/or Bullet Investigations.
3. Failure to pay appropriate fees or to consent to the background screening by the published deadline will prohibit the student from completing the clinical component of the required nursing courses.
4. A student who is denied acceptance at a clinical facility due to a questionable/suspect background screen may be assigned to an alternative clinical facility for the required clinical experience. In the event that the alternative clinical facility denies acceptance due to the questionable/suspect background screen, the student will not be able to complete the required course(s) to complete the program. (See Progression and Readmission criteria for further information.)

Procedure:

1. Students must pay $17.00 (or fee in effect at the time of screening) for the background screening to the Program clerk or as directed.
2. Students must sign appropriate consent forms prior to the screening. Consent forms will be kept on file in the office of the Director of the Program.
3. Background screening may include the following:

   **Skip Trace**: Checks for other names used, other states lived in, or addresses used by the individual for linking cases.

   **Criminal History**: Reveals felony and misdemeanor convictions and pending cases. It usually includes date, nature of offense, sentencing date, disposition, and current status.

   **Nurse Aide Registry**: Reports whether a Certified Nurse Aid is in good standing or if the individual has been involved in an abuse case.

   **Social Security Number Trace**: Is verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased.

   **Office of Inspector General**: Identifies those individuals who may no longer be capable of being provided with Medicare benefits.

4. The Program Director will notify the student of questionable/suspect findings prior to notification of the clinical facilities for a determination regarding student acceptance for clinical experience.
5. Questionable/suspect findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate clinical facility. The clinical facility will determine if the student will be accepted for clinical experience. If a clinical facility denies a student’s placement then the Program Director will seek placement in a similar clinical facility for which the program has a contract using the same procedure of
notification as described above. If all clinical facility options available to the program deny the student’s placement, then the student would not be able to complete the required component of the course(s) and will not receive a passing grade for the course(s).

6. Background screens which would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment.

Confidentiality:

1. The Program Director will receive all screening results which will be secured in a locked file in the Director’s office. Confidentiality of test results will be maintained with only the Director and the student having access to the results with the exception of legal actions that require access to test results.

2. Students must sign consent prior to disclosure of the screening results to the Director of Human Resources or other designated person at the clinical facility.

I acknowledge and have read and understand the policies and procedures set forth above.

__________________________________________________________________________  ____________________________
Student Signature       Witness

__________________________________________________________________________
Date

June 2009
Reviewed April 2013
I understand that as part of clinical agency requirements any student who enrolls in the Shelton State Community College Health Programs and desires to participate in courses which have a clinical component is required to have a pre-clinical background screen. I certify that I have received a copy of the Shelton State Community College Background Screen Policy, have read it, and understand the requirements of the policy and guidelines.

I further understand the information contained in these reports may be used to deny placement in clinical agencies. Questionable/suspect findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate clinical facility. I understand that the Program Director will notify me of questionable/suspect findings prior to notification of the clinical facilities for a determination regarding student acceptance for clinical experience.

By signing this document, I am indicating that I have read, understand, and voluntarily agree to the required background screen to participate in the clinical component of the health program. I further hereby authorize Shelton State Community College, by and through an independent contractor, to complete a background screen prior to clinical assignments and to release the original results of the screen to Shelton State Community College.

I further give my permission for Shelton State Community College to release the results of the background screen to other authorized agents if deemed necessary. I understand that these results are confidential and will not be otherwise released without my authorization. I hereby release Shelton State Community College and its affiliates from any and all liability, claims and/or demands of whatever kind related to my completed background screen.

_________________________________________________  ___________________________________________
Student Signature       Witness Signature

_____________________________________________
Date

June 2009
Reviewed April 2013
SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
REQUEST FOR REINSTATEMENT

Name: ___________________________  Social Security/Student #: ___________________________

Address:
___________________________________________________________________________________________
(Route, House Number, Box Number)   City   State  Zip

Email Address: ___________________________  Telephone: (_______)
___________________________________________________________________________________________

Work Phone: (______) _____________________  Cell Phone: (______) _____________________

I, ___________________________, hereby apply to re-enter the Nursing Program AD Two Year
Mobility _______, or PN ________ Track at Shelton State Community College for the _____________________________.
(Semester)  (Year)

I understand this form and a copy of my current transcript(s) must be received in the Director of Nursing Programs office at
least six (6) weeks prior to the semester in which I plan to seek readmission. I further understand that a current medical/
exam/physical, TB (2-Step test required if original test was not 2-Step) Skin test, Hepatitis B Vaccine series or titer, and
CPR training for health care providers must be completed (within the last six months of admission date). Failure to follow
this procedure may result in being denied readmission/clearance to re-enter the nursing program (Please see
reinstatement policies in the Nursing Student Handbook for details.)

If I am accepted for reinstatement and decline or fail to return, I realize that I must make another application for
reinstatement or seek application as a new student.

I was enrolled last in the Nursing Program during _____________________________.
(Semester)  (Year)

My reason(s) for leaving the Nursing Program included:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
I request reinstatement for the following reason(s): _________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
________________________________________________ _______________________________________
Student Signature       Date

*******************************************************************************************************************************************
**
Return form to:
Director of Nursing Programs
Shelton State Community College
9500 Old Greensboro Road Box 171
Tuscaloosa, AL  35405

*******************************************************************************************************************************************

Comments:    Office Use Only

program, activity, or employment.

APPENDIX E

Student Name:___________________________      SSN: _____________________________
AD Level I Student: ______
The very nature of the profession requires that the nursing student must have a firm grasp of previously learned and updated materials. This includes both theory and skill for safe and competent student nursing practice and successful course completion. The College acknowledges there are academic and personal reasons why a student may not be able to complete the program within the scheduled sequence of time. Therefore, the following guidelines have been established to meet the needs/desires of the returning student and to enhance the student's opportunity to succeed in the nursing courses.

I. Any student who has been absent from the nursing program for more than one year or three (3) semesters must apply for admission to the program as a new student.

II. For any student who has failed to make passing scores for a class or have been out more than one semester, the following policy will apply:
   A. No nursing class can be repeated more than one time.
   B. Reinstatement will be at the discretion of the Director of Nursing Programs and the Assistant Dean of Health Services.
   C. Students may be required to undergo evaluation in order to assess their needs and design an individual Plan for Success (this may require the student take remedial courses before they are allowed to continue in nursing courses).
   D. A student desiring to be reinstatement to a course in the Nursing Programs must register the intent with the nursing department by submitting a Request for Reinstatement Letter (Appendix D) and complete the appropriate reinstatement check-list. (Intent needs to be registered at least six (6) weeks in advance of the intended date of reinstatement.) This check list must be completed prior to registration. Failure to follow this procedure may result in denial of reinstatement to the program.
   E. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.
   F. All students reinstated under this policy are required to conform to the current nursing department requirements and are subject to all rules and regulations regarding attendance, grades, discipline, health status, and physical limitations.
   G. Selection of students requesting reinstatement to the Nursing Program will be based on, but not limited to, the following:
      1. Fulfillment of admission criteria (Academic and Clinical)
      2. Student/teacher ratio
      3. One prior admission
      4. Space availability of course(s) and clinical(s). (Students in regular progression have enrollment priorities.)
      5. Minimum Grade point average of 2.0 from courses completed.
      6. Acceptance of the student by the clinical agencies.
      7. Successful completion of validation requirements for previous completed courses.
      8. No more than twelve months have elapsed since the student was enrolled in a nursing course.
      9. Student has not been dismissed from the program (due to clinical failure or disciplinary reasons).

III. Validation (Psychomotor) for the Nursing Program
   A. Those students who have been out of the clinical setting for one semester or more will be required to validate the following skills:
      1. Vital signs
      2. Administration of Medication (all routes)
      3. Head to Toe Physical Assessment
      4. IV Therapy Techniques (i.e. prime line, start infusion, converts IV to saline lock and calculation of IV rate); and
      5. Two of the following: Foley catheter insertion, sterile gloving, sterile dressing, tracheotomy care with suctioning, or insertion of NG tube.

   B. Satisfactory performance of these skills must be achieved before the student will be given permission to register for the next required semester. The student will be allowed only two attempts for each skill to successfully pass the skill. It will be the student's responsibility to practice on his/her own. The student will be encouraged to videotape his/her skills practice. The student must provide his/her own supplies for checkoff. If a partner is needed in the skills check off, the student must bring a partner to check off. If the student will need use of the lab for practice, the student must check with faculty to make sure the lab is available for practice. The student who anticipates the need for faculty assistance must contact faculty at least five (5)
working days in advance to schedule an appointment for assistance. The student's request for the lab and faculty assistance does not supersede currently enrolled students or faculty obligations. When using the lab for practice, the student must sign in with the nursing office.

C. If the student is unsuccessful in demonstrating competency of these skills, the student must audit the Fundamentals/Health Assessment or IV Therapy course and lab and successfully complete skills check list (demonstrate skills).

IV. Validation (Cognitive/Knowledge/Academic Content)
A. Cognitive/knowledge/academic content must be successfully validated for each course previously taken. Written validation exam(s) of the content will be administered. The exam(s) will consist of comprehensive final exam(s) for courses previously taken. Content will reflect the currently required texts in use for the course(s). Mobility students who were unsuccessful in NUR 201 and request reinstatement must take the NUR 200 final exam. The student must score at least 75% on each written exam. Failure to score at least 75% on each exam will demonstrate failure to validate knowledge and therefore preclude the student from reentering the nursing course sequence. The student will have only one attempt on the cognitive written exam.

B. In addition, a drug dosage calculation exam will be administered. The student must score at least 85% on the exam to pass the exam. Should the student be unable to score the required 85% on the first attempt, a second and FINAL drug dosage calculation exam will be administered. The student who is unable to score the required minimum score of 85% on the second attempt will not be allowed to reenter the nursing course sequence.

NOTE: All validation (Cognitive & Psychomotor) will be conducted between the week before finals and prior to first day of class of the semester of the intended reentry date.

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<th>Things to be done</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Signature</th>
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<td>Student has repeated and passed failed courses.</td>
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<td>Student has completed an individual plan for success.</td>
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<td>Student has current required documents on file in the nursing office (i.e., physical, CPR certification, Hepatitis B vaccine, or current Hepatitis Titer, evidence of drug screen.)</td>
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<td>Student has paid premium for liability and accident insurance.</td>
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<td>Student has validated psychomotor skills in lab (if applicable).</td>
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<td>Student has validated academic content (if applicable).</td>
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<td>Student has received Clinical Passport.</td>
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<tr>
<td>Student has received and/or has access to current Program Handbook/Policies.</td>
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Student has signed readmission contract/conditions of readmission (if applicable).
**Type B Hepatitis**

Type B Hepatitis is an infection of the liver caused by the Hepatitis B virus (HBV). The Hepatitis B virus is transmitted by infective blood or body fluids. Infective blood or body fluids can be introduced by contaminated needles, by unapparent or unnoticed contact with infectious secretions from skin lesions or mucosal surfaces, or through sexual contact.

Hepatitis B is the most commonly reported type of hepatitis in the United States. It is an unpredictable disease with a variety of presentations and outcomes. It is estimated that 60-75% of people who are infected do not become ill. In this circumstance prior infection can only be detected by presence of antibody in the blood. Acute symptomatic Hepatitis B infection may result in serious liver injury which may incapacitate a person for weeks to months. Approximately 6-10% of persons with type B Hepatitis become carriers of the virus, and death occurs in 1-2% of patients either as a result of acute liver failure or complications. Hepatitis B virus also has a role in the development of cirrhosis and liver cancer. There is no effective treatment for Hepatitis B infection or disease.

**Hepatitis B Vaccine**

The Recombinant hepatitis vaccine is a genetically designed vaccine derived from yeast (not plasma). It is indicated for active immunization against infection caused by all known subtypes of Hepatitis B virus. It will not prevent hepatitis caused by other viruses known to infect the liver. Full immunization requires 3 intramuscular doses of vaccine given over a six month period or the equivalent. In an adult the vaccine should be administered in the deltoid muscle of the arm. The vaccine has been found to be effective in producing Hepatitis B antibodies at protective levels in more than 90% of healthy individuals who received the recommended three doses of the vaccine in the deltoid muscle of the arm. The duration of immunity is unknown at this time. A small percentage of healthy persons do not respond to the vaccine and do not develop immunity to HBV. Antibody status can be determined by blood testing. Hepatitis B has a long incubation period. HBV vaccination may not prevent HBV infection in individuals who have an unrecognized HBV infection at the time of vaccine administration.

**Possible Vaccine Side Effects**

The observed incidence of side-effects is very low. Injection site reactions consist principally of tenderness and redness. The most frequent systemic complaints include, but are not limited to, fatigue/weakness, headache, fever, and malaise. It is not possible to contract Hepatitis B from the vaccine since the vaccine is produced synthetically and not from human blood.

**Who Should Consider the Vaccine**

Vaccination is recommended by the Alabama Department of Public Health and the Centers for Disease Control (CDC) for persons of all ages who are or will be at increased risk of infection with HBV. Health care workers who have direct clinical patient contact or handle potentially infective materials or items are considered to have an increased risk for contracting Hepatitis B.

**Contraindication**

Vaccination is contraindicated for pregnant or nursing women and for anyone with hypersensitivity to yeast or any component of the vaccine. Persons experiencing hypersensitivity reactions after an injection of the vaccine should not receive further injections.

**Student Vaccination**

All students entering the Nursing Programs at Shelton State Community College are required to sign the Shelton State Hepatitis Policy forms and receive the proof of previous Hepatitis B vaccination, or to provide proof of immunity to Hepatitis B prior to participating in clinical lab. Students must complete the series of three (3) doses in the six (6) month time frame or the equivalent in order to continue to be allowed to attend clinical lab. Students are responsible for the full cost of the vaccine and its administration.

Students who have had the series completed more than two (2) years prior to admission must have a titer drawn, or provide proof of immunity. A titer less than ten (10) requires the student to complete the three vaccine series again or have a booster shot at the discretion of the physician.
Verification from the student's physician of administration of each of the three (3) vaccine doses or equivalent should be provided to the course coordinator and placed in the student's file.
Reviewed, May 2010
Revised April 2013
The Centers for Disease Control recommends that students in health professions be vaccinated with the Hepatitis B vaccine. Nursing students at the College should be aware of the risks involved in exposure to Hepatitis B and the benefits of Hepatitis B vaccination. The following consent to receive the Hepatitis B vaccination must be submitted upon enrollment in the nursing program. The student must complete and submit the attached validation forms within six months following enrollment in the first nursing course. Vaccination can be arranged through the student’s personal physician at an approximate cost of $150.00.

The following information on Hepatitis B is extracted from the *Morbidity and Mortality Weekly Report*, June 23, 1992, published by the U.S. Department of Health and Human Services/Public Health Service.

Hepatitis B virus (HBV) infection is a major cause of acute and chronic hepatitis, cirrhosis, and primary hepatocellular carcinoma in the U.S. and worldwide. Hepatitis B is the most commonly reported type of hepatitis in the U.S.

A safe and effective vaccine for prevention of Hepatitis B is available. It is given in a series of 3 doses over a 6-month period.

Health-care workers having blood-or-blood products-to-blood contact (such as accidental needle-stick exposures) are identified as persons for whom Hepatitis B vaccine is recommended.

In vaccinated persons who experience percutaneous or needle exposure, serologic testing to assess immune status is recommended unless testing within the previous 12 months has indicated adequate levels of antibody. In other words, once an individual has developed antibodies, no further action is required for approximately 7 years.

**Please keep in mind the following items:**

1. When an incident occurs that involves accidental exposure to blood or blood products, the situation is one demanding immediate attention because of the potential effects it can have on the health of the student.

2. Students are responsible for reporting immediately to their faculty member or preceptor any incident that involves accidental exposure to blood or blood products.

3. Students assume responsibility for adhering to established policies and procedures of the clinical agency when situations of accidental exposure to blood or blood products occur.

4. Students have an accident policy through Shelton State to cover the cost of emergency room fees and laboratory tests for students should an accidental exposure to blood or blood products occur. However, the cost of prophylaxis, if necessary, will be the student’s financial responsibility.

The student's signature below indicates the information printed above has been read and understood. Please note you have been given two forms. One is for the student's personal record, and the other is to be signed and returned to the Nursing Clerk’s Office.

I consent to receive the Hepatitis B vaccine and understand it is my responsibility to arrange and pay for vaccinations. I agree to receive the complete series of immunizations according to the following schedule:
1st dose of vaccine at a date prior to attending clinical lab
2nd dose of vaccine one month later
3rd dose of vaccine six months after the initial dose

Failure to complete the vaccine series will result in dismissal from the nursing program. I agree to hold SSCC and any and all of its agents, officials, or employees harmless from injury, complication or side effect(s) caused by the administration of said vaccine.

_________________________     _________________________________________________________
Student SSN                   Student Signature                    Date

____________________________     _____________________________
Witness Signature                       Date

Students who have had the series completed more than 2 years prior to admission must have a titer drawn. A titer less than 10 requires the student to complete the three vaccine series again.

SHELTON STATE COMMUNITY COLLEGE NURSING PROGRAMS               APPENDIX F-3
(Please Print)

VERIFICATION OF #1 HBV VACCINATION

Student SSN________________________________________________________________________

_________________________     _________________________________________________________
Student SSN                                                                          Student Name

has received the first (#1) in a series of three (3) vaccinations for Hepatitis B on this date ____________________________.
The next vaccination in the series is due on ____________________________.

<table>
<thead>
<tr>
<th>Physician Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Signature</td>
<td>City, State, Zip</td>
</tr>
</tbody>
</table>

VERIFICATION OF #2 HBV VACCINATION
(Please Print)

<table>
<thead>
<tr>
<th>Student SSN</th>
<th>Student Name</th>
</tr>
</thead>
</table>

has received the second (#2) in a series of three (3) vaccinations for Hepatitis B on this date ____________________________.

The next vaccination in the series is due on ____________________________.

<table>
<thead>
<tr>
<th>Physician Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Signature</td>
<td>City, State, Zip</td>
</tr>
</tbody>
</table>

VERIFICATION OF #3 HBV VACCINATION
(Please Print)

<table>
<thead>
<tr>
<th>Student SSN</th>
<th>Student Name</th>
</tr>
</thead>
</table>

has received the third (#3) in a series of three (3) vaccinations for Hepatitis B on this date ____________________________.

<table>
<thead>
<tr>
<th>Physician Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Signature</td>
<td>City, State, Zip</td>
</tr>
</tbody>
</table>

VERIFICATION OF TITER
(Please Print)

<table>
<thead>
<tr>
<th>Student SSN</th>
<th>Student Name</th>
</tr>
</thead>
</table>

Hepatitis B titer results __________ Date: _________________ If Hepatitis series is less than 10. Date: _________________

<table>
<thead>
<tr>
<th>Physician Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Signature</td>
<td></td>
</tr>
</tbody>
</table>

SSCC Nursing Program
Change of Health Status Form

Any change in health status while enrolled in a nursing course must be reported to your course coordinator. Medical clearance from a healthcare provider is required to continue class and clinical coursework. It is the right of the course coordinator and/or clinical instructor to determine if a student demonstrates the ability to achieve course and clinical objectives, and provide safe patient care.
TO BE COMPLETED BY STUDENT:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Date of Birth:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>City/State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Home Phone:</th>
<th>Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe Change in Health Status:

<table>
<thead>
<tr>
<th>Are You Taking Any Medications?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, list medication (Name, Dosage and Frequency)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand it is my responsibility throughout the program of study to inform my course coordinator and clinical instructor(s) of any change in my health status. I understand that this disclosure is necessary to protect my health and well-being, as well as the health and well-being of patients for whom I may provide care. I acknowledge the information contained in this form is accurate, current, and complete. I am aware that falsification of any health information is sufficient cause for dismissal from the nursing division.

Student Signature: ____________________________ Date: ____________________________

Physician's Signature: ____________________________ Date: ____________________________

Please list any restrictions:
APPENDIX G1

SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS

EXPOSURE CONTROL PLAN

Purpose: To prevent accidental exposure to blood borne pathogens and other infectious materials, the SSCC Nursing Program has established a policy of employee and student protection. Nursing students providing care to patients in the clinical lab are at increased risk of exposure to various blood borne and other pathogens.

The Occupational Safety and Health Administration (OSHA) is enforcing classification A rules and regulations aimed at controlling the spread of blood borne and other pathogens. In an effort to comply with these rules and regulations, the Nursing Program at Shelton State Community College has developed an Exposure Control Plan. The following measures have been adopted and are intended to reduce the risk of infection by blood borne and other pathogens:

Prior to Admission into the Nursing Program:
1. The student will be required to:
   a. Sign a consent for hepatitis vaccination and receive the first in the series of three (3) vaccinations, prior to enrollment into the nursing program, or;
   b. Provide verification of previous vaccination for Hepatitis B, or;
   c. Provide verification of antibody testing revealing immunity to Hepatitis B.

   Students are responsible for obtaining the vaccination from their private physician and to assume cost of the vaccination. Verification of all vaccinations/immunity must be provided to the Director of Nursing Programs (See Appendix F3).

   Vaccination status of all students will be maintained on file in the nursing office.

After Admission, the Academic Requirements:
2. All nursing students will be provided access to a written copy of the OSHA Rules and Regulations. A copy is located in the SSCC Nursing Skills Lab Manual housed in the Skills Lab.

3. All students will participate annually in the mandated SSCC Nursing Programs Exposure Control Class. A class will be scheduled during the student’s regularly scheduled class time. During the class students will be given the opportunity to ask questions. All students will be required to sign a form indicating they have attended the Nursing Programs Exposure Control Class and will assume responsibility for understanding the material provided (See Appendix G4) prior to attending the first clinical lab each academic year. This form will be submitted to the course coordinator.

4. Students will be oriented by the course coordinator pertaining to the control of blood borne and other pathogens as noted in the agencies’ written policies and procedures. All students must familiarize themselves with policies and follow the Exposure Control Plan of each agency to which they are assigned.

5. Students will be presented an explanation and demonstration on the principles of medical asepsis, the types of appropriate personal protective equipment, the correct way to use the equipment and the correct procedure to employ when removing the equipment. Students will be tested on the content and perform a return demonstration on utilization of protective equipment following class presentation.

6. No parenteral or invasive procedures will be performed in the campus skills lab except on mannequins.

7. Failure to follow these appropriate policies and procedures will result in an unsatisfactory (U) for the clinical/lab day. The incident must be recorded in writing by the clinical lab instructor and signed by both the instructor and the student. The report will be filed in the student’s permanent record and a copy submitted by the instructor as soon as possible to the Director of Nursing Programs. Failure to comply with these policies may result in dismissal from the Nursing Program an incident involving failure to follow procedure aimed at controlling the spread of blood borne or other pathogens may result in dismissal from the program (see SSCC Student Handbook).
A brief description of the policies and principles of medical asepsis is as follows:

Universal Precautions (Standards)/Body Substance Isolation as recommended or defined by the Centers for Disease Control and/or the Occupational Safety and Health Administration (OSHA) must be observed in all circumstances in order to prevent contact with blood or other potentially infectious materials. Students should treat all body fluids/substances as if known to be infectious for blood borne and/or other pathogens.

Specimens of blood or other potentially infectious material should be handled according to the agency’s policies.

Any equipment that becomes contaminated with blood or other infectious materials should be reported to the RN in charge on the unit to which the student is assigned and the agency’s policies should be followed in handling the contaminated equipment.

Students should handle, decontaminate, and/or dispose of contaminated personal protective equipment/supplies according to the agency’s policies.

Any uniform or other garments becoming contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and handled according to agency policy.

Gloves should be worn when it can be reasonably anticipated the student may have contact with blood and/or body fluid (draining wounds, sputum, urine, feces.), and/or when performing venipuncture or other vascular access procedures, and when handling/touching contaminated items or surfaces. 1. Double gloves should be worn if student has any open areas/broken skin on the hands or fingers. 2. Any glove that is torn should be replaced immediately or as soon as feasible. 3. Gloves must be changed after contact with each patient. 4. Hand washing is still required before, after, and in between patient care.

Students should wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

Students should wash hands and any other skin areas with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Students are to also notify the clinical instructor and the RN in charge as soon as possible.

All personal protective equipment should be removed immediately upon ceasing to provide care for the patient or as soon as possible. If contaminated, place in an appropriately designated area or container for storage, washing, decontamination, or disposal according to the agency’s policies. At no time should protective equipment, uncontaminated and/or contaminated, be worn outside of the patient’s room.

The handling and disposal of contaminated sharps should be carried out according to agency’s policy. No contaminated needles are to be recapped, bent, broken, sheared, or removed following use. In compliance with OSHA 2003, Safety Needleless Law, medical personnel must use retractable needles or equipment compatible with needleless devices.

Students are prohibited from eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses (personal) in immediate patient care areas or other areas where there is a potential for exposure to blood or other potentially infectious material exposure.

All procedures involving blood or other potentially infectious materials should be performed in such a manner to minimize splashing, spraying and aerosolization of these substances.

Where there is potential for exposure to blood and/or other potentially infectious material, students will be required to use appropriate personal protective equipment. This “appropriate” equipment will not permit blood or other potentially infectious materials to pass through to reach work/street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the equipment is to be used. The equipment may include but is not limited to, gloves, gowns, eye protectors, foot coverings. The type and characteristics of the protective clothing will depend upon the task and degree of exposure anticipated. The policies of the agency to which the student is assigned for clinical lab should be followed in regard to protective apparel to be worn in various situations.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields should be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Contaminated work surfaces should be decontaminated according to agency policies. Blood spills and other infectious body materials should be cleansed from surfaces using Clorox 1:10 dilution.

Broken glassware should not be picked up directly with hands but should be cleaned up using mechanical means such as a brush, dust pan, tongs, or forceps.

Regulated waste materials should be handled and disposed of according to agency policy. All containers for regulated waste should be closable, puncture resistant on sides and bottom, and properly labeled and/or color coded for incineration.
r) Laundry should be managed according to policies of the agency to which the student is assigned. Contaminated laundry should be handled as little as possible with a minimum of agitation. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage, the laundry should be placed and transported in bags or containers which prevent these problems. Students who have contact with contaminated laundry should wear protective gloves or other appropriate personal protective equipment.

s) Items which contain or are contaminated by blood or other potentially infectious materials are referred to as BIOHAZARDS. Students should recognize the Biohazard label as being fluorescent orange or orange-red with lettering or symbols in a contrasting color. They should recognize that red bags or red containers may be substituted for labels. Students should handle any material labeled as a Biohazard according to agency policy. Agencies will have specific places in which redline bags/containers are located.

t) All laboratory specimens of body fluids or substances are considered potentially infectious and should be handled according to the policies of the agency to which the student is assigned.

9. Any student who is exposed to blood or other potentially infectious material should follow the post-exposure procedure which has been established by the Nursing Programs at Shelton State Community College (See Appendix G3). (A.) Students will be required to complete a written Shelton State Community College Exposure Incident Report should exposure to blood borne pathogens occur. (B.) A copy of this report and forms should be submitted to the Director of Nursing Programs. (C.) A copy of the Student Exposure Incident Form will be made available to the Alabama Department of Postsecondary Education by the Director of Nursing Programs through the President of the College (See Appendix G5). Students are responsible for the cost of post exposure blood testing and treatment.
According to OSHA, nursing personnel are classified as being in Category I – high-risk for exposure to blood borne pathogens, and other infectious pathogens. Employees in this category perform tasks that require protective equipment to be worn. Refer to specific agency protocols.

**SKILLS**

- Administration of Oral Drug
- Parenteral Drug Administration
- Subcutaneous Injection
- Intramuscular Injection
- Z-Track
- Intravenous Fluids
  - Monitoring
  - Venipuncture and Terminating IV
- Bathing Patient
- Isolation
  - Putting on Protective Apparel
  - Protective Isolation
  - Removing Protective Apparel Postmortem
- Care
- Vital Signs
  - Taking Temperatures: Rectal and Axillary
  - Pulses: Radial and Radial-Apical
  - Respiration
  - Blood Pressure
- Suctioning the Tracheostomy
- Tube and Endotracheal Tube
- Tracheostomy
  - Cleaning Inner Cannula
  - Changing Dressing
- Assisting Patient with Bed Pan/Urinal
- Intake/Output
- Medical/Surgical Asepsis
- Catheterization and Irrigations
- Removing Foley Catheter
- Glucometer Readings
- Urinary Retention (Check for)
- Collecting a Specimen
- Enema/Douche
- Feeding Patient
- Newborn Care
  - Instillation of Eye Drops
  - Weighing the Infant
  - Holding an Infant
  - Feeding and Infant Care
- Testicular Examination
- Nasogastric Lavage and Irrigation
- Enteral Feeding and Flushing
- Wound Care
- Dry Dressing
- Wet to Dry Dressing
- Peri-operative Care
- Suture or Staple Removal

Any other procedure that would lend itself to contact of secretions of any body fluids and/or blood borne pathogens
SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS

POST-EXPOSURE PROCEDURE

Exposure to blood borne pathogens is considered to have occurred if blood or other potentially infectious materials or items/surfaces contaminated with blood or other potentially infectious materials come in contact with a student’s eyes, mouth, other mucous membranes, or non-intact skin, or if mucous membranes or skin is pierced by items contaminated by blood or other infectious materials through such events as needle sticks, human bites, cuts, or abrasions.

In the event that a student is exposed to blood borne pathogens the following procedures should be followed:

1. Immediately or as soon as feasible the skin areas should be washed thoroughly with soap and water and/or the mucous membranes, eyes, and/or mouth should be flushed with water. Any contaminated clothing should be removed. Any emergency care needed will be given by the clinical agency at the student’s expense.
2. As soon as feasible the incident should be reported to the Shelton State clinical instructor and the RN in charge of the area where the student is assigned for clinical lab.
3. A Shelton State Exposure Incident Report form should be filled out by the student and signed by the student and the clinical instructor. This report should be submitted as soon as feasible to the Director of Nursing Programs. A copy will be given to the student and one filed in the student’s file in the nursing office.
4. The policies and procedures of the agency in which the student is assigned for clinical should be followed by the student with the assistance of the RN in charge and the clinical instructor.
5. The RN in charge will make arrangements to gain consent and test for the source individual’s blood if the source is known. The student may be responsible for the expense of the blood testing. The student should see the Director of Nursing Programs to initiate and file accident insurance claims if applicable.
6. Result of the source individual’s blood testing will be made available to the exposed student. The student will be informed that he/she is prohibited by law from disclosing the identity of the source individual.
7. The exposed student should see his/her private physician for follow up care. This follow up care will be at the student’s expense. The student will be provided with the following information for the physician by the Director of Nursing Programs.
   A. Information on the student’s HBV vaccination status.
   B. A copy of the OSHA regulations pertaining to blood borne pathogens.
   C. A copy of the Shelton State Exposure Incident Report which includes documentation of the route(s) of exposure and circumstances under which exposure occurred.
   D. A description of the student’s duties as they relate to the exposure incident.
   E. A copy of the student’s completed Student Health Examination Form.
   F. Results of the source individual’s blood testing if available.
8. It is the student’s responsibility to get follow up care from the private physician following an exposure incident and to pay for the cost of that care. Verification that follow up care has been done must be provided to the Director of Nursing Programs by the student.
9. Documentation of the follow up of care will be noted on the Exposure Incident Report.

Reviewed April 2013
### APPENDIX G-4

#### SHELTON STATE COMMUNITY COLLEGE

**NURSING PROGRAMS**

**EXPOSURE CONTROL PLAN**

**CLASS ATTENDANCE VERIFICATION**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
</tr>
</thead>
</table>

My signature on this form indicates I have attended the SSCC Exposure Control Class on the OSHA Regulations on Blood borne Pathogens. Topics covered in this class included:

1. An explanation of the OSHA regulations on blood borne pathogens.
2. A general explanation of the epidemiology and symptoms of blood borne disease.
3. An explanation of the modes of transmission of blood borne pathogens.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
8. An explanation for the basis for selection of personal protective equipment.
9. Information on the Hepatitis B vaccine, including information on its efficacy, safety, methods of administration, the benefits of being vaccinated and that it is my responsibility to get the vaccination(s) from my private physician.
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that should be done.
12. Information on the post-exposure evaluation and follow-up and that it is my responsibility to see my private physician for this follow-up.
13. An explanation of the signs and labels and/or color coding required by the OSHA regulations.
14. Notification that as a student I am not considered to be an “employee” of SSCC and, therefore I am not entitled to free vaccination or post-exposure evaluation and follow-up.

I was given an opportunity to ask and have my questions answered by the person presenting the class. In addition, I received a copy of the following:

1. SSCC Exposure Control Plan.
2. OSHA Regulations on Blood borne Pathogens.

I have received and been directed to read the Handbook/Policy Manual for the Nursing Program in which I am enrolled, paying particular attention to the section on clinical lab and compliance with OSHA Regulations related to Blood borne Pathogens.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Reviewed April 2013
SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS

STUDENT EXPOSURE INCIDENT REPORT
(Please Print)

NAME: _____________________________________________________  STUDENT #: ________________________________

COURSE NAME & NUMBER: ________________________________________________________________

LOCATION OF INCIDENT (Specify clinical agency, area): __________________________________________

POTENTIALLY INFECTIOUS MATERIALS INVOLVED:
BLOOD: ____________________________________________  OTHER: _________________________________________

TYPE OF EXPOSURE:
NEEDLE STICK: _____________________________________  TO WHICH BODY PART: __________________________

CONTACT OF BARE SKIN WITH BLOOD/OTHER (Describe the part of the body exposed, the condition of the skin, amount of
potentially infectious material):
________________________________________________________________________________________
________________________________________________________________________________________

CONTACT OF MUCOUS MEMBRANES, EYES, AND/OR MOUTH WITH BLOOD/OTHER  (Describe the part of the body
exposed, the condition of the skin, amount of potentially infectious material):
________________________________________________________________________________________
________________________________________________________________________________________

DESCRIBE ANY INJURIES SUFFERED IN THE EVENT:
________________________________________________________________________________________
________________________________________________________________________________________

NAME OTHER PERSONS EXPOSED OR INJURED:
________________________________________________________________________________________
________________________________________________________________________________________

PERSONAL PROTECTIVE EQUIPMENT BEING USED AT THE TIME OF EXPOSURE:
________________________________________________________________________________________
________________________________________________________________________________________

WITNESSES TO EXPOSURE INCIDENT:
________________________________________________________________________________________
________________________________________________________________________________________

BRIEFLY DESCRIBE EXPOSURE INCIDENT (Work being performed, how incident was caused, estimation of duration of
exposure):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
ACTIONS TAKEN (Persons involved, decontamination, clean-up, reporting, etc.):
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

RECOMMENDATIONS FOR AVOIDING REPETITION:
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

SOURCE OF EXPOSURE KNOWN:         YES______________           NO______________

WAS BLOOD TESTING DONE ON EXPOSURE SOURCE:     YES____________   NO______________
IF NO, WHY NOT? __________________________________________________________________________________________

NAME AND ADDRESS OF PHYSICIAN I PLAN TO SEE FOR FOLLOW-UP:
___________________________________________________________________________________________________________

WERE YOU TOLD TO KEEP THE NAME OF THE SOURCE CONFIDENTIAL BY YOUR CLINICAL LAB INSTRUCTOR:
YES_______________ NO_______________

______________________________________________ ________________________________
Signature of Student                             Date
______________________________________________ ________________________________
Signature of Clinical Lab Instructor                            Date

Follow-up care of the above incident:
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

______________________________________________ ________________________________
Director of Nursing Programs Signature                           Date
SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
ANECDOTAL NOTES

DATE: _______________________________________

STUDENT NAME: ___________________________________________________________________________________

COURSE NAME & NUMBER: _________________________________________________________________________

COMMENTS:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Instructor's Signature: ______________________________________________________________________________

Director of Nursing Programs Signature: ____________________________________ Date: _____________________

Revised 2009
SHELTON STATE COMMUNITY COLLEGE HEALTH PROGRAMS

CONCERN/FEEDBACK FORM

What are you thinking? This form serves as a communication tool for constructive input in the following areas for the health programs: curriculum, teaching methodologies, resources and services, and miscellaneous items. You are encouraged to share your ideas and place the completed form in the designated receptacle or submit it to your curriculum representative to be forwarded to the appropriate individual.

DATE: ______________________________

CONCERN/FEEDBACK(S):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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SUGGESTION(S):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

COMMENT(S):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

SIGNATURE ______________________________

If more space is needed, you may write on back of this form. Reviewed 4/2013
Nursing Skills Lab Remediation Form

Student Name: ___________________________ Date: ___________________________

Remediation for Which Test-Off/Demonstration Attempt:
Validation □                    Course: _______________________________________

Name of Faculty performing evaluation:

Remediation is required before any psychomotor retest. Students who are not successful on the first or second attempt of a psychomotor skills validation test must undergo remediation prior to revalidation. Unsuccessful Return Demonstrations deemed appropriate for remediation by the Faculty Evaluator must also adhere to remediation.

The following remediation requirements are acknowledged by the student as being adhered to:

1. Review and understanding of the specific SSCC Faculty Demonstration Video and/or the Evolve/ATI Video corresponding to the unsuccessful Test-Off or Return Demonstration skill.
2. Utilization of the Nursing Skills Lab to practice the skill with emphasis placed on the area(s) of weakness identified by the Faculty during the validation or the Return Demonstration.

The student has acknowledged a successful remediation for the following procedure:

- Vital Signs
- Sterile Gloving
- IM Injection
- Physical Assess
- IV Therapy
- Foley Cath.
- Large volume enema
- Bed making
- NG Insertion/DC
- Insulin Mixing/Admin
- Trach Suctioning/Care
- Sterile Dressing Change
- SQ Injection
- C/I Dressing Change
- Venipuncture
- Blood Admin
- Med Admin
- Other:
- Bed Baths
- Handwashing

Lab Manager/Instructor: ___________________________ Date: ___________________________

Student: ___________________________ Date: ___________________________

Comments:

________________________________________________________________________

________________________________________________________________________

The Faculty Evaluator will file a copy and provide the original document to the faculty evaluator prior to the next validation or return demonstration. The document will be placed in the student’s permanent file.
NURSING STUDENT SELF-REMEDICATION FORM  
(This form will be submitted to the student’s Faculty Advisor and/or Instructor)  

Semester: __________ Year: __________ Course: ________________

Name: ____________________ Test Number: ________ Test Score: __________

How does this score compare with previous tests in the nursing program?
□ Same □ Lower □ Higher □ N/A

**SELF-REFLECTION**

Following the review of test results, what categories did you isolate for questions missed?
Contest area(s)______________________________________________________________

**My Overall Impression(s) of Why I Performed Below Standard Is/Are:**

<table>
<thead>
<tr>
<th>I misread question.</th>
<th>I misunderstood the question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I read into the question.</th>
<th>I missed important keywords.</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I did not remember subject content.</th>
<th>I did not understand subject.</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I did not recognize rationale for answer.</th>
<th>I guessed wrong.</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I marked the answer incorrectly.</th>
<th>I did not read all responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I used incorrect rationales for selecting response.</th>
<th>I did not have time to study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Other____________________________________________________

Do these differ from past experiences? _____Yes  _____No

**POST-TEST SELF-ASSESSMENT**

Describe your usual study schedule/routine:

Describe how you prepare for this test (when did you begin, did you utilize visual aids, and did you take 50-100 standardized NCLEX style questions prior to each exam, including reading rationales?):

Did you study primarily by yourself or in a group: □ by myself □ in a group. Which method works best for your learning style? Why?
Are there any stressors that are impacting your performance (family, financial, employment)? What is your strategy to overcome these stressors? When will your strategy begin?

**WHAT STUDY ITEMS OR STRATEGIES DID YOU FIND MOST HELPFUL? (ATI NURSE LOGIC 2.0, ATI PRACTICE TEST)**

____________________________________________________________________

____________________________________________________________________


My failure to complete and submit this document and meet with instructor three (3) days prior to the next scheduled unit exam will result in my not being allowed to take the next unit exam.

Student Name: ___________________________ Date: __________________

Faculty Advisor: ___________________________ Date: __________________

**Plan For Success (to be developed with Faculty Advisor/Instructor):**

1. 

2. 

3. 

4. 

5. 

Student Name: ___________________________ Date: __________________

Faculty Advisor: ___________________________ Date: __________________
SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
REQUEST FOR AD to PN PROGRAM TRANSFER

Name: _______________________________ Social Security/Student #: _______________________________

Address: ___________________________________________________________________________________________
(Route, House Number, Box Number) City State Zip

College Email Address: ______________________________ Telephone: (______) ______________________

Work Phone: (______) ___________________________ Cell Phone: (______) ______________________

I, _______________________________, hereby apply to transfer from the Associate Degree (AD) Nursing Program to the Practical Nursing Program (PN) Track at Shelton State Community College for the ________________________________.
(Semester) (Year)

I understand this form and a copy of my current transcript(s) must be received in the Director of Nursing Programs office at least two (2) weeks prior to the semester in which I plan to seek transfer. I further understand that I must meet admission criteria for the program. Failure to follow this procedure may result in being denied transfer to the practical nursing program (please see ADN Transfer to PN policy in the Nursing Student Handbook for details).

If I am accepted for transfer and decline or fail to return, I realize that I must make another application for transfer or seek application as a new student.

I was enrolled last in the Nursing Program during ________________________________.
(Semester) (Year)

My reason(s) for transfer to the Practical Nursing Program included:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
I request transfer to the PN Track for the following reason(s): _______________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Student Signature ____________________________ Date ________________

******************************************************************************************************************************************

Return form to:
Director of Nursing Programs
Shelton State Community College
9500 Old Greensboro Road Box 171
Tuscaloosa, AL 35405

******************************************************************************************************************************************

Comments: Office Use Only

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

program, activity, or employment.