



SHELTON STATE

COMMUNITY COLLEGE



Nursing Program Student Handbook 2016-2017

24th Edition

Developed by Students and Faculty of the Nursing Program

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

24th Edition, 2016
Revised Annually, 1986-2016

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SHELTON STATE

COMMUNITY COLLEGE

August 1, 2016

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) with a Practical Nursing (PN) opt out Program. We thank 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 nursing program but also 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 read carefully 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 the challenges in providing competent quality nursing care. There are unlimited opportunities to carve a nursing career to meet your individual goals. Best wishes to you for success in your endeavors toward becoming a licensed practical nurse or a registered nurse. Again, welcome to Shelton State.

Best Regards,

Gladys D. Hill

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

GH/ac

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
2016 - 2017**

Student Handbook
Acknowledgment Form

I, _____, have access to a copy of the Shelton State Community College Nursing Student Handbook 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 SSCC Nursing Program.

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

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, then students will be given notice of those changes.

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

STUDENT HANDBOOK
2016 – 2017

Accreditation Information

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 Science degrees.
1866 Southern Lane, Decatur, Georgia 30033-4097
404-679-4500

Alabama Community College System Board of Trustees is the governing board for Shelton State Community College.

Shelton State Community College is a member of the American Association of Community and Junior Colleges and the Alabama College Association.

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

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

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NURSING PROGRAM
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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 and SSCC Student Handbook 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 annually. 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 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, SSCC Catalog, and the SSCC Student Handbook. If changes are made to any policies or procedures, then students will be given notice of those changes.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT STATEMENT

It is the policy of the Alabama Community College System, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, 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 be subjected 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 and SSCC Student Handbook.)

I. PROGRAM OF LEARNING

Alabama Community College System System Wide Nursing Program Mission and Philosophy

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

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

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

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

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

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

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

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

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

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

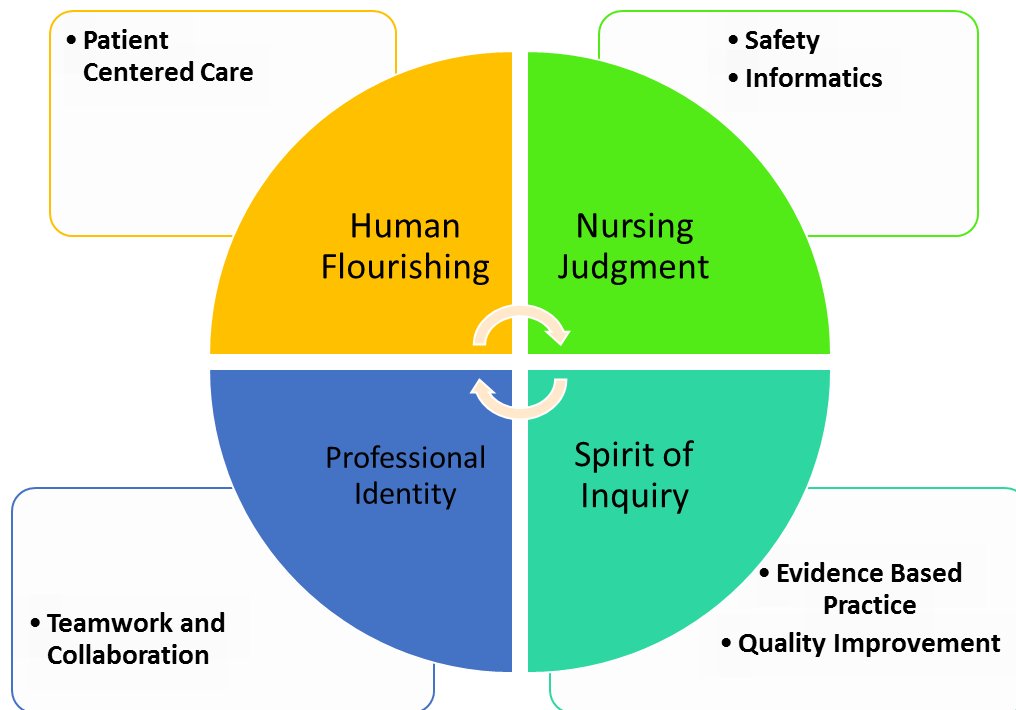
Professional Identity- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN)

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

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

Evidence-Based Practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare. (QSEN)

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



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

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

SSCC Nursing Program Philosophy Statement

In addition to the Mission and Philosophy of the Alabama Community College System's nursing programs, the SSCC Nursing Program also adheres to the following philosophy. The Philosophy of the Nursing Program is consistent with the mission, goals, and objectives of the Alabama Community College System. The Program provides curricula to develop the knowledge, skills, and abilities necessary for entry level employment in 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 healthcare 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 healthcare 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 that 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 that promotes professionalism and is beneficial for the learner and society.

Shelton State Community College Nursing Program Outcomes

1. **Performance on Licensure Exam:** The most recent licensure exam pass rate will be at least 80% for first-time writers.
2. **Program Completion:** At least 60% 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 209 – five semesters
 - LPN-RN mobility option without NUR 209 – three semesters
 - PN Certificate—five semesters
3. **Program Satisfaction** – At least 80% 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:** At least 80% of those seeking employment are employed in nursing (in a position for which the program prepared them) within one year of graduation.

End-of-Program Student Learning Outcomes – beginning Fall 2016

End-of-Program Student Learning Outcomes/Graduate Competencies

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

Human Flourishing

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

Patient-Centered Care

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).

Nursing Judgment

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

Informatics

Integrate information and technology to communicate, manage knowledge, mitigate error, and support decision making at the level of practice for a practical nurse (QSEN, 2012).

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).

Professional identity

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

Teamwork and Collaboration

Collaborate effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).

Spirit of Inquiry

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

Quality Improvement

Interpret data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).

Evidence-Based Practice

Synthesize current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2012).

End-of-Program Student Learning Outcomes/Graduate Competencies (Level II – AD)

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).

Patient-Centered Care

Distinguish the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).

Nursing Judgment

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).

Informatics

Formulate information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).

Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).

Quality Improvement

Assimilate data to monitor the outcomes of care processes and methods to design and validate changes for improvement in the quality and safety of health care systems (QSEN, 2012).

Evidence-Based Practice

Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

II. Program Description and Admission Requirements/Policies

The SSCC Nursing Program offers the Associate Degree Nursing (ADN) Program. Twenty-one (21) months, or five consecutive semesters, are required to complete the program. Students who have successfully completed the ADN program through the end of the third semester may opt to take the NCLEX-PN licensure exam to become a Licensed Practical Nurse (LPN). A student may opt out of the ADN program at this point to work as an LPN, or the student may continue and complete the ADN program as long as progression criteria are met. Students who successfully complete the ADN program may take the NCLEX-RN licensure exam to become a Registered Nurse (RN). Students may also bridge into the ADN-RN Mobility/Health Transition program option, for example, paramedic to RN, LPN to RN, and others as determined by the College. Final student selection for either program of study is made by the Nursing Program Admissions Committee. Information regarding admission may be found in the *SSCC Catalog, Nursing Program Student Handbook*, and on the SSCC website at www.sheltonstate.edu/nursing.

To qualify for admission into the Nursing Program, applicants must meet the following requirements and submit all required documents by the application submission deadline:

Minimum Admission Criteria for the Two-Year Associate Degree Nursing Program - Fall 2016:

1. Have unconditional admission to the College.
2. Be in good standing with the College.
3. Submit application packet for the ADN program on or before **June 1st**. Applications are completed online and accepted between **May 1st** and **June 1st**.
4. Submit an official Test of Essential Academic Skills V (TEAS V) score. The score must be less than three years old.
5. Have a minimum 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.
6. Have a minimum 2.50 cumulative high school GPA for students without prior college course work. (GED will be used if applicable.) An official high school transcript or a GED must be available by the application deadline.
7. Meet the essential functions for nursing. (See **Appendix A**.)
8. Be eligible to enroll in or have completed the following:
 - a. MTH 100 or higher
 - b. BIO 201 — BIO 103 is a pre-requisite to BIO 201.
(MTH 100 or higher and BIO 201 must be taken prior to or during the first semester of nursing courses.)
 - c. ENG 101

Minimum Admission Criteria for the Two-Year Associate Degree Nursing Program – Effective Spring 2017

Effective Spring 2017, admission criteria for the SSCC Nursing Program will change to the Alabama Community College System mandated admission requirements. These requirements are reflected below.

1. Have unconditional admission to the College.
2. Be in good standing with the College.
3. Submit completed application for admission to the Nursing Program by **June 1st** for fall admission and by **October 1st** for spring admission. Applications are completed online and are accepted each year from **May 1st** to **June 1st** for fall admission and from **September 1st** to **October 1st** for spring admission.
4. Have a minimum 18 ACT composite score national or residual.
5. Have a minimum 2.50 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring. An official SSCC transcript with all transfer credit must be available by the application deadline.
6. Have a minimum of 2.50 cumulative high school GPA for students without prior college courses. (GED will be used if applicable.) An official high school transcript or a GED must be available by the application deadline.
7. Meet the essential functions for nursing. (See **Appendix A**.)
8. Be eligible to enroll in or have completed the following:

- a. MTH 100 or higher
- b. BIO 201 — BIO 103 is a pre-requisite to BIO 201.
(MTH 100 or higher and BIO 201 must be taken prior to or during the first semester of nursing courses.)
- c. ENG 101

Minimum Admission Criteria for the ADN Health Transition Program (Mobility):

1. Have unconditional admission to the College.
2. Be in good standing with the College.
3. Submit completed application for admission to the ADN Health Transition (Mobility) Program by **November 1st** for fall admission and by **July 1st** for spring admission. Applications are completed online and are accepted each year from **October 1st** to **November 1st** for fall admission and from **June 1st** to **July 1st** for spring admission.
4. Have a minimum 18 ACT composite score national or residual.
5. Have a minimum 2.50 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring. An official SSCC transcript with all transfer credit must be available by the application deadline.
6. Meet the essential functions for nursing. (See **Appendix A.**)
7. Complete the prerequisite courses, including the following:
 - a. ENG 101, Math 100 or higher, BIO 201, BIO 202, SPH 106 or 107, PSY 210
 - b. NUR 209 Concepts for Healthcare Transition Students is required for students who did not graduate from an approved Alabama Community College System PN program using the standard state curriculum within one year of seeking admission.
8. Have a valid, unencumbered Alabama practical nursing license or unencumbered Alabama paramedic license or equivalent license/credentials for other health professions.

Selection of Applicants

1. Admission to the Associate Degree Nursing Program and the ADN Health Transition (Mobility) 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.**
2. Acceptance is points based and is determined by rank of the applicant's academic GPA, TEAS V score (fall 2016 only) or ACT score as applicable, 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 during the next application period if they meet the admission criteria.

Alabama Community College System Concept Based Curriculum (Standard)

First Semester

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
NUR 112 Fundamental Concepts of Nursing	7	4	6	3	13
MTH 100 Intermediate Algebra or Higher	3	3	0	0	3
BIO 201 Anatomy & Physiology I	4	3	2	0	5
Total	14	10	8	3	21

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

Second Semester

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
NUR 113 Nursing Concepts I	8	4	3	9	16
ENG 101 English Comp I	3	3	0	0	3
PSY 210 Human Growth and Development	3	3	0	0	3
BIO 202 Anatomy & Physiology II	4	3	2	0	5
Total	18	13	5	9	27

Third Semester

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
NUR 114 Nursing Concepts II	8	5	0	9	14
NUR 115 Evidence Based Clinical Reasoning	2	1	0	3	4
SPH 106 or 107 Speech	3	3	0	0	3
Total	13	9	0	12	21

Note: Students are eligible to take NCLEX-PN licensure exam after successful completion of the third semester.

Fourth Semester

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
NUR 211 Advanced Nursing Concepts	7	4	0	9	13
BIO 220 General Microbiology	4	2	4	0	6
Total	11	6	4	9	19

Fifth Semester

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
NUR 221 Advanced Evidence Based Clinical Reasoning	7	3	0	12	15
Humanity Elective (Ethics Preferred)	3	3	0	0	3
Total	10	6	0	12	18
Program Totals	66	44	17	45	106

Note: Students are eligible to take the NCLEX-RN licensure exam after successful completion of the 5th semester.

Associate Degree Nursing (ADN):

Nursing Credits	39	Academic and Nursing Theory Contact Hours	660
Academic Credits	27	Academic and Nursing Lab Contact Hours	255
Total Credits	66	Nursing Clinical Contact Hours	675
		TOTAL PROGRAM CONTACT HOURS	1590

Practical Nursing (PN):

Academic Credits	20	Academic and Nursing Theory Contact Hours	480
Nursing Credits	25	Academic and Nursing Lab Contact Hours	195
Total Credits	45	Nursing Clinical Contact Hours	360
		TOTAL PROGRAM CONTACT HOURS	1035

Associate Degree Health Transition Nursing (Mobility) Program ACCS Concept Based Curriculum

Prerequisite courses prior to NUR 209

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
MTH 100 – Intermediate College Algebra or Higher Math	3	3	0	0	3
*BIO 201 – Human Anatomy and Physiology I	4	3	2	0	5
BIO 202 – Human Anatomy and Physiology II	4	3	2	0	5
ENG 101 – English Composition I	3	3	0	0	3
PSY 210 – Human Growth and Development	3	3	0	0	3
SPH 106 – Fundamentals of Oral Communication or SPH 107 – Fundamentals of Public Speaking	3	3	0	0	3
**NUR 209 Concepts for Healthcare Transition Students	10	6	3	9	18
Total without NUR 209	20	18	4	0	22
Total with NUR 209	30	24	7	9	40

First Semester

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
NUR 211 Advanced Nursing Concepts	7	4	0	9	13
BIO 220 General Microbiology	4	2	4	0	6
Total	11	6	4	9	19

Second Semester

Course Name and Number	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Weekly Contact Hours
NUR 221 Advanced Evidence Based Clinical Reasoning	7	3	0	12	15
***Humanity Elective (Ethics Preferred)	3	3	0	0	3
Total	10	6	0	12	18
Program Total without NUR 209	41	30	8	21	59
Program Total with NUR 209	51	36	11	30	77

Program Credit Hour Totals:

Academic 27
Nursing 14-24
Total Credits 41-51

Health Transition Nursing (Mobility) Contact Hours:

Academic and Nursing Theory 450-540
Academic and Nursing Lab 120-165
Nursing Clinical 315-450
Total Program Contact Hours 885-1155

*BIO 103 is a prerequisite to BIO 201 or satisfactory score on approved ACS placement exam.

**Required for students who want to bridge into the ADN-RN program from other health programs. Examples include Paramedic to RN, and LPN to RN. After completion of the NUR 209 course, 15 non-traditional hours of credit will be awarded and placed on the student's transcript. Total credits awarded after completion of the course will be 25 credits. LPNs completing the ACS Standardized Concept Based Curriculum can return for RN completion within one year-, but they must meet the current admission criteria to the Program.

***Students may choose from art, art history, foreign language, literature, music, music history, philosophy, ethics, religion, theater, and dance.

Note: The nursing curriculum may change to meet the requirements of institutional, state, or national approval/accrediting agencies.

Tuition, Fees, & Expenses:

Please find below the **estimated costs** for the Associate Degree Nursing Program (tuition, supplies, and fees). The prices listed below are subject to change.

Listed Below Are Estimated Costs for the Nursing Program:

	<u>Two-Year</u>	<u>PN</u>
Uniforms:		
1 Pair of White Shoes	60.00	60.00
1 Lab Coat (SSCC monogrammed)	32.00	32.00
2 Uniforms (SSCC monogrammed scrubs)	100.00	100.00
1 Deluxe Dual Head Stethoscope	30.00	30.00
1 Pocket Organizer	6.00	6.00
1 Reusable Penlight	8.00	8.00
1 Pair of Scissors	5.00	5.00
1 Watch (with second hand)	<u>40.00</u>	<u>40.00</u>
Subtotal	281.00	281.00
Tuition (including academic courses) and Fees:		
Tuition, Maintenance, and Instruction Fees	9,043.50 (66 hours*)	6,160.50 (45 hours*)
Books (estimate)	1,950.00	1,950.00
Testing & NCLEX Review Fees	1,350.00	1,200.00
Accident and Liability Insurance	40.00	40.00
Preclinical Screening Fee	30.00	30.00
Background Check	20.00	20.00
Nurse Pacs	150.00	150.00
NCLEX Application, Licensure & Transactions	<u>288.50</u>	<u>288.50</u>
Subtotal	12,872.00	9,839.00
Optional:		
Cap and Gown for Graduation	40.00	40.00
Composite Pictures	40.00	40.00
Nursing Pin and Lamp	65.00	65.00
Temporary Permit	50.00	50.00
Student Nurses' Association Dues	<u>45.00</u>	<u>45.00</u>
Subtotal	240.00	240.00

<u>Total Approximate Cost for Nursing Program</u>	<u>\$13,393.00</u>	<u>\$10,360.00</u>
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**Additional hours are required if the student must take BIO 103 or NUR 209.*

Tuition/fees are due the day of registration. If a portion of the registration expenses is to be paid by some type of financial aid or by a sponsoring agency, then 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.

Disability Documentation:

The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of the Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life. Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Under these laws a disability is defined as any physical or mental impairment that substantially limits a major life activity, a history of such impairment, or the perception of such impairment. All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements determined by Shelton State to be essential or fundamental will not be modified.

Shelton State is not obligated to provide accommodations for students with disabilities until students have completed registration with the Office of Disability Services (ODS) and provided appropriate documentation regarding their disability and accommodation needs. It is the student's responsibility to provide the appropriate documentation to the Office of Disability Services and to request accommodations. Accommodations are not retro-active. Students are encouraged to be self-advocates and request accommodations early, usually several weeks prior to the start of classes. It is necessary for students to make their needs known each semester in order to receive services. For questions, contact the Director of Specialized Student Services at 205.391.3958 or email ods@sheltonstate.edu. (See the SSCC Catalog and the Student Handbook for further information.)

Registration:

The College advertises registration information widely. Announcements are made by local television, radio, billboards, social media, and newspaper media. Dates are published in the *SSCC Catalog*, on the College web page, and during advisement/registration periods. Students are required to register for classes via the College website. Refer to published College procedures on the College website.

Late Registration:

Late registration is allowed for co-requisite courses (dependent on space availability) until the end of the Schedule Change/Late Registration period. Space in courses is not guaranteed. 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 must be taken in sequence; therefore, students who drop or withdraw from a nursing course cannot progress in the Program until all required courses are complete.

Auditing:

Auditing policies are published in the *SSCC Student Handbook*. 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 withdraw completely 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. A scheduled student exit interview with the Director of Nursing Programs;
3. Return of all equipment, books, etc., belonging to the department.

A student who wishes to withdraw from a nursing course must do so officially on or before the 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 be successful in the course. Failure to complete the course successfully after two attempts will require the student to reapply to the Program as a new student, and the student must take or retake all Nursing Program courses. (See additional information regarding progression and reinstatement in Section V: Academic Class Information.) **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 following the appropriate 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 the course management system, and included on the Nursing Program's web page. Students may also visit the College website for financial aid and scholarship opportunities. Students should contact the Office of Enrollment Services and/or 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/Educational Planning:

The College Educational Planning staff and the nursing faculty and staff serve as pre-admission academic advisors for prospective nursing students. The Nursing Program 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's clerk's office and/or Nursing Program's file room.

Students with disabilities who might require special materials, services, or assistance should discuss these issues with the Office of Disability Services, their instructor, and/or the Director of Nursing Programs 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 Academic Planning:

The College Education and Planning staff is available to assist students in need of advice regarding educational and vocational decisions. 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 205.391.2232.

At this time, mental health counseling services are not provided by the College. **Students in need of emergency attention should call 911.**

ACADEMIC SUPPORT SERVICES

SOAR Institute:

SOAR (Student Opportunities for Achievement and Resources), located in room 2456 on the 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. Students are encouraged to seek assistance at SOAR as needed.

Tutoring:

A list of available nursing tutors and their contact information can be acquired through the SOAR Institute. The appointment times and fee will be negotiated between the tutor and the nursing student. Availability of nursing tutors varies each semester, and the College provides no guarantee that nursing tutors will be available.

Nursing Computer Laboratory:

The Nursing Program's computer laboratory, located in Rooms 2362 and 2363, offers an opportunity for students to become familiar with computers and to use software that will facilitate success in the Nursing Program. The laboratory offers access to required online testing programs, word processing programs, Internet use, and other applications. Students in the Nursing Program are responsible for knowing and adhering to the following computer lab policies and procedures:

1. Absolutely no eating, drinking, or gum is allowed in the 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 be able to show SSCC identification when requested.
4. Software and hardware problems should be reported immediately to the IT Department at 205.391.3939.
5. Students are to bring a portable memory device 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 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 that have sound. Students may also check in the nursing skills lab for the availability of portable headsets.
8. Students should leave the laboratory as they find it. Students should shut down computers, replace chairs, remove garbage if any is accumulated, and erase board(s).
9. To access assigned computer programs, students should follow directions from their course instructors or the directions outlined in the nursing packet.
10. Students should refer to the nursing laboratory operating hours for each semester. The operating hours will be posted on the door of the laboratory to facilitate the learning process.
11. Printing should be limited to ten (10) sheets per day and/or as College policies dictate. (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 online 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, utilize online databases, etc., are located in the libraries. Self-service copying is also available in the libraries for a fee.

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 also be checked out for independent study. Audiovisuals may also be used by instructors for classroom learning.

Other Libraries:

Nursing students have access to libraries at the Veterans Administration Medical Center and the Science and Engineering Library located on the University of Alabama campus. Students are able to purchase community user cards for the annual fee of \$25.00.

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, encourages open communication with nursing students. Thus, written communication and documentation in the form of memos, letters, e-mails, facsimiles, and anecdotal notes are utilized throughout the curriculum. (See Appendix P.) Students are required to update and keep a current valid mailing address, email address, and phone number on file in the nursing clerk's office.

Lines of Communication:

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

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 Q.) 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 also available in the nursing skills lab. Students are also requested to truthfully complete Student Satisfaction Surveys that are distributed electronically at the completion of each course, upon completion of the Program, and also six to twelve months after graduation.

Bulletin Boards:

Designated bulletin boards are located near the nursing classrooms. When appropriate, students are notified via these bulletin boards about upcoming SSCC events, Nursing Program events, changes in schedule, etc. Commercial notices are not permitted on the bulletin boards, and all items posted must be pre-approved.

Electronic Communication:

Students may access the SSCC website at www.sheltonstate.edu for information regarding the College. Information specific to the Nursing Program is posted on the Nursing web page, which may be accessed from the College website or by visiting www.sheltonstate.edu/nursing. The course management system (currently Canvas) is used to post general Nursing Program information and notices, as well as relevant information specific to nursing courses. Students should check Canvas daily for Program information and announcements. Students are responsible for reading information and notices as posted.

Students are encouraged to use their SSCC provided email to communicate with faculty and staff. It is the policy of the College and of the Nursing Program that grades are not to be emailed.

Social Networking Policy for Health Programs:

Definition: As non-limiting examples of social networking sites, this policy is intended to cover Facebook, Linked-In, Twitter, Instagram, Snapchat, and/or 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 Nursing Program. Removal of an individual's name, face, or image is insufficient 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, disparaging, or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other healthcare 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 that could serve as identifying information, on any personal computer or other electronic device.
- Treat as confidential any e-mail or texting correspondence with faculty; do 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.
- Do not rely solely on limiting access through privacy settings because these settings are not deemed sufficient to protect privacy and confidentiality of information. There is 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 Nursing Program instructor promptly.

A violation of this policy will result in appropriate disciplinary action up to and including dismissal from the Nursing 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 that are a requirement of the curriculum. Eligibility for insurance coverage is made through annual and/or interval premiums to the insurance companies. **Students are required to obtain personal medical and hospital insurance while enrolled in the Nursing Program as healthcare will be provided if needed while in a clinical or laboratory setting, 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 healthcare role while a student in the Nursing Program are not covered by the College insurance when assuming these roles. Students must not identify themselves as SSCC Student Nurses when they are working as an employee in a clinical agency and any other situation/setting not authorized by the Nursing Program.

First Aid:

In order to facilitate the delivery of basic emergency service, a first aid kit is available on the Martin Campus in the Security Office located in room 2836 and on the C.A. Fredd Campus in the Main Office. See First Aid and Health Policies published in the Policies and Procedures Addendum and *SSCC Catalog*.

Traffic/Parking:

Campus traffic and parking policies are published in the *SSCC Catalog*. Students are expected to abide by the parking regulations for each of the clinical agencies utilized by the Nursing Program. A parking permit is required for parking at the Veteran's Administration Medical Center and Bryce Hospital. 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. Nursing photo ID badges are worn as a part of the nursing uniform and are used for identification as a 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 the 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 Student Handbook*. Misplaced or lost items within the Nursing Program's classrooms or laboratory may also be found in the 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 nursing software to class, lab, and clinical, but these devices 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 Associate Dean of Health Services, and Academic Misconduct Procedures will be instituted. Penalty may range from a reprimand to expulsion from the College.

Smoking Policy:

Shelton State is a tobacco-free/smoke-free environment. Use of tobacco in any form, as well as use of electronic cigarettes and other vapor devices, is not permitted at any time by any faculty member, staff, student, vendor, or visitor inside any building on a Shelton State Campus. Tobacco products and vapor devices are permitted outside of buildings in designated, non-hazardous areas away from buildings' doors and windows. The SSCC smoking policy is published in the *SSCC Catalog*. Nursing students will abide by the smoking policies of the clinical agency to which they are assigned. Students are encouraged not to smoke while in their nursing uniform.

Chemical Abuse Policy:

Shelton State Community College complies with the regulations and initiatives as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment. The Nursing Program and the College assume that entering students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. The College reserves the right to dismiss any students who's on or off campus behavior is considered undesirable or harmful to the College. The College explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on campus, at campus sponsored functions, or during clinical laboratory experiences. Violations of the chemical abuse policy of the College will render a student subject to disciplinary action. 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 Program and desires to participate in courses that 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 Program. The student must abide by the Nursing Program 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 and Appendix C for the complete Drug Screen Policy.)**

Background Screening Policy:

All students who enroll in the SSCC Nursing Program are required to submit to a background check. Students may also be required to have a background screening 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 screening as required by federal law pursuant to the Fair Credit Reporting Act. The student must abide by the Nursing Program Background Screening Policy and Clinical Agency Policy for which the student is assigned clinical practice. **(See Appendix D and Appendix E for the Background Screening Policy.)** Every effort will be made to provide students with the required clinical experience to meet the Student Learning Outcomes. 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 students 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 advisors to the association and at new student orientation. The membership fee is \$45.00 per year.

Nursing Division Alumni Association:

The mission of the Nursing Division of the SSCC Alumni Association is to support the Nursing Program, to further alumni involvement with the Nursing Program, 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. Currently, the student membership fee is \$10.00 per year and \$20.00 per year for all others.

Curriculum Committee:

Students are elected by class members to serve as class representatives. These representatives attend selected faculty meetings and also serve 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 911 immediately!

Martin Campus Security: 205.391.2377

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 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 College email account with your login information. To log into your SchoolCast dashboard, please go to www.myschoolcast.com.

In the event of **inclement weather**, students should monitor the CampusCast rapid alert notification system, the College website, and local media for important updates and follow the instructions provided. Students who live in other counties should use judgment relative to safety. If closing of the College is **not** announced, then students should assume that the College is open, and classes will be held. Refer to *SSCC Student Handbook* for other specific emergency procedures.

Policy on Harassment:

The College prohibits harassment based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, genetic information, and any other basis protected by federal, state, or local laws. In addition, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature may constitute sexual harassment or other sexual assault and are violations of College harassment policies. Harassment policies are published in the *SSCC Catalog* and *SSCC Student Handbook*. Directions on how to file a harassment complaint can be found in the *SSCC Student Handbook*. Complaints of harassment of any type by a student in the clinical agency should be reported to the clinical instructor. Clinical instructors will make complete written documentation of the incident and submit it to the Director of the Nursing Programs 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 are not limited to the following honors.

President's List:

Eligibility for the President's List requires students to be enrolled full-time and earn a semester grade point average of 4.0.

Dean's List:

Eligibility for the Dean's List requires students to be enrolled full-time and earn a semester grade point average of 3.5 to 3.99.

Phi Theta Kappa:

Phi Theta Kappa International Honor Society recognizes and encourages scholarship among two-year college students. Full-time or part-time students who have earned a 3.5 cumulative grade point average and have completed twelve semester hours in an associate's degree program will be invited to become members. For further information, contact the PTK sponsor at 205.391.2469, or go to www.ptk.org.

Nursing Awards: In addition to the above honors, students in the Nursing Program who are outstanding in academics, clinical performance, leadership, personal qualities, and classmate support are recognized and honored during Honors Day. Honors Day is usually held in April or 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 recipient is selected by the nursing faculty with input from the student body.

Outstanding Associate Degree Nursing Student Award (Traditional ADN & Mobility Track ADN):

The award is presented to a graduating ADN student who has a minimum grade point average of 3.0 and demonstrates exemplary behavior both in the classroom and clinical setting. The recipient is selected by the nursing faculty.

Spirit of Nursing Award:

The Spirit of Nursing Award 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. The recipient is selected by the nursing faculty.

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 should be purchased 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 Program 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 that are 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 score below the expected level are required to do additional remedial work to enhance their learning process. (Refer to each course syllabus for specific information.)

Class Attendance Policy:

Policies on attendance are published in the *SSCC Catalog* and are included in each course syllabus. They are reviewed by the instructor the first class day each semester. Punctual and regular attendance is expected for all classes and laboratories. If sign in sheets are used, then 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 requirements are as follows:

- A student is considered excessively absent after missing more than two weeks of classes or 10% of laboratory/clinical.
- 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. Extenuating circumstances include sickness, death in the immediate family, or certain legal obligations. Work related, child care, and travel circumstances will not excuse an absence. For further information regarding extenuating circumstances, see the *SSCC Student Handbook*.
- Students must be responsible for their own attendance record. Instructors are not required to notify students in danger of excessive absences or if the student has exceeded the absence policy rules.
- 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.)
- Missed material will not be re-taught by the instructor. Make-up work, tests, or assignments given for excused absences, as allowed by the Standard College Policies, shall be left solely to the discretion of the instructor.
- If a student is unable to attend class regularly, then the student should withdraw from the class before excessive absences contribute to the student's inability to achieve the learning outcomes required to pass the course.
- Students will be considered tardy on arrival to class after the official class starting time. A tardy is 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 Program have "zero tolerance" for disruptive class behavior. Acts of incivility will not be tolerated at any time. 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 will be taken. Unauthorized use of cell phones or other electronic devices, 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 class due to behavioral reasons must meet with the faculty member, Director of Nursing Programs, and/or the Associate Dean of Health Services prior to being 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 cell phones or other electronic devices must be turned off or on silent and set aside while in class or lab (unless used as directed by the 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 Associate Dean of Health Services and the Dean of Student Services. Academic Misconduct Procedures may be 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 for the semester. Make-up work, tests, 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:

Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing, intentional help, attempt to help, or conspiracy to help another student commit an act of academic dishonesty. 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 the Academic Misconduct Policy in the *SSCC Catalog and SSCC Student Handbook* for further information. **Before the first exam of each semester, students will be required to sign an Academic Misconduct Policy Agreement.**

Academic misconduct includes, 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: the use or attempted use of unauthorized materials, information, study aids, answers of others, or electronic information. Examples include, but are not limited to, the following:
 - a. Copying from another student's paper;
 - b. Using any material not authorized by the individual administering the assessment or exam;
 - c. Using a cell phone or other electronic communication device during a class assessment/exam without the express authorization of the course instructor;
 - d. Collaborating with another student during or after an assessment, 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. Bribing any person to obtain assessment or examination information;
 - g. Substituting for another person during an assessment or examination or allowing such substitutions for oneself.
2. Plagiarism: claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. This includes improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, and copying another's ideas.
3. Misrepresentation: the falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.

Whether or not academic misconduct has occurred and what classroom sanctions, if any, are to be applied are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the appropriate associate dean (Associate Dean of Health Services).

Note: The following is a nonexclusive list of potential penalties that may be imposed upon any student found guilty of academic misconduct by the instructor:

1. Requirement to submit additional work or take additional examination
2. A lower or failing grade on the assignment or examination
3. A lower or failing grade in the course (must be approved by associate dean)

4. Referral to the appropriate associate dean

Examination Policy:

To ensure 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 among 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, he or she is instructed to erase carefully and completely and to write the selected response letter at the end of the test item. **Erasures will be considered only 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 the exam testing period.
- 8) Cell phones of any type are prohibited during the exam testing period.
- 9) Other electronic devices are prohibited unless permission is given by the instructor.

Note: Academic dishonesty will not be tolerated. A course instructor or any other person who has reasonable cause to believe a student has engaged in an act of academic misconduct will report the matter to the appropriate associate dean. If examination monitors suspect an incident of cheating, then the student will be referred to the appropriate associate dean. Penalties for academic misconduct can range from a reprimand to suspension from the College.

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. All exam reviews will be conducted in a professional manner. Any student who becomes argumentative or disruptive may be excused from the review session.
2. Exam reviews may or may not be conducted. If a review of an exam is conducted, then the manner in which it is carried out is at the discretion of the instructor(s) teaching the course.
3. Students who have not taken the exam are not allowed to attend the exam review.
4. Students may choose not to attend an exam review. If the student chooses not to attend, then the student will forfeit any additional points or grade change after the review is completed.
5. The exam review is conducted by the course instructor 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.
6. Students participating in the exam review must abide by the following rules:
 - a) No pencils or pens are allowed on the 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, then 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.
7. Any discrepancy in the exam grade must be discussed with the instructor immediately after the test review or at a time designated by the instructor.
8. If a discrepancy in scoring is found by the instructor, then adjustments will be made to all affected students' grades.
9. Any and all grade changes are at the discretion of the course coordinator/instructor.
10. No changes to the exam grade will occur until after the review is completed.
11. If extenuating circumstances prevent a student from attending a scheduled exam review, then 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, then the students' grades will be assigned based on the scores the students achieved using the standard accepted grading policies/procedures.

Nursing Student Self-Remediation Policy

If a student is unsuccessful on a theory exam, then the student is expected to complete a self-remediation form and submit it to the instructor within three days of the next scheduled exam. See the 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 the 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. (Ex: 0.5 or higher will be raised to the next whole number)

Grade Scale for All Nursing Courses

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

Note: A grade of B = 85 - 89 in the drug calculation component of NUR 112 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

W = Withdraw
AU = Audit
S = Satisfactory
U = Unsatisfactory
I = Incomplete

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 Enrollment Services Office by the course instructor. Final course grades can be viewed via the web by going to the Shelton State web page (www.sheltonstate.edu), accessing the student myShelton account, and clicking on courses enrolled to view grades. Nursing exam grades are provided to the student within one week of the exam. Grades are not posted, given by telephone, or e-mailed.

High Stakes Assessment and Evaluation:

The SSCC Nursing Program integrates high-stakes assessment 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 are 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 112 Fundamentals Concepts of Nursing, a student may be passing the didactic portion of the course but not passing one of the required lab assessments. Not passing a high-stakes assessment may result in not passing the course. The SSCC Nursing Program is dedicated to promoting student success. Students who do not pass a high-stakes assessments are offered remediation opportunities if applicable. Students should refer to individual course syllabi regarding high-stakes assessments 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, then he or she may be dismissed from the Program and/or receive a failing grade for the course enrolled.
3. Maintain all nursing program health requirements and clinical facilities' health requirements.
4. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
5. Maintain current CPR at the healthcare provider level.
6. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a failing grade in a nursing course, then 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.
7. 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 appropriate College committee for a decision on repeating a course or readmission to the Program.
8. ADN students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the Mobility Program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.
9. A student may be reinstated to the Nursing Program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces and/or other Program limitations. All Nursing Program admission standards must be met.

Progression Policy—Additional Information:

1. Students who 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. Students who 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. Students who withdraw and/or fail (D, F, or W) a required course(s) in two separate semesters in the Nursing Program will be dismissed from the Program.

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 ineligible for Program reinstatement may apply for Program admission as a new student and must submit all application criteria. If accepted as a new student, then the student must take, or retake, all Nursing Program courses.

Process for Reinstatement:

Reinstatement to the Nursing Program is not guaranteed. Variables impacting the Program's ability to accept students applying for reinstatement include instructor availability, Program resources, and clinical space availability. Priority for reinstatement will be given to prior SSCC Nursing Program students. (See Appendix G for further information.)

Students applying for reinstatement must perform the following:

1. Schedule an appointment with the Director of Nursing Programs and/or nursing faculty advisor to discuss eligibility for reinstatement.
2. Apply for reinstatement by submitting a completed Reinstatement Application (**Appendix F**) with ACT test results and a Letter of Intent no less than six (6) weeks prior to the beginning of the semester in which the student plans to seek reinstatement. Students who submit reinstatement requests after the deadline may be considered at the next course availability.
3. Request reinstatement within one year (less than 12 months) from the term of withdrawal or failure.
4. Demonstrate psychomotor and cognitive competency in previous nursing course(s) as indicated.
5. Adhere to the current nursing curriculum and Program policies and procedures in effect in the *SSCC Catalog*, *SSCC Student Handbook*, and *Nursing Program Student Handbook* at the point of reinstatement.
6. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
7. Update immunizations, CPR, drug testing, and background screening according to Program policy.
8. Meet academic eligibility, which includes the following:
 - a. cumulative grade point average of 2.0 or higher at SSCC
 - b. grade point average of 2.0 from nursing courses completed at SSCC
9. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
10. Must not have been reinstated to the SSCC Nursing Program or other nursing program prior to the present request.
11. Must not have been dismissed from the SSCC Nursing Program or another nursing program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area.

Transfer Policy:

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

Criteria for Transfer:

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

Meeting minimal standards does not guarantee acceptance.

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.

Program Completion:

Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing Certificate. Students who have completed required academic courses and continue in the Program through completion of NUR 211 and 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression and graduation requirements.

PN Progression:

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program and who wish to transfer to another institution to complete the ADN degree must meet the requirement for 25% course completion at the college of graduation. Students who cannot meet the 25% course requirement must apply for the Mobility Program and take the transition course (NUR 209) to meet the 25% course requirement.

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 the final course grade (must have a final grade of 75 or above before point is added)

Students desiring to receive the extra credit must be a member of the Shelton State Association of Nursing Students (SSANS) 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:

- 1) Attend the annual Alabama Association of Nursing Students (AANS) convention;
- 2) Participate 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. *Diabetes Walk, 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. 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. Students must already have a passing grade in the course prior to receiving any extra points.

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. For additional information, refer to the Statement of Nondiscrimination, Grievance Procedures, and Harassment Policy in the *SSCC Student Handbook*.

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, then 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 Associate Dean of Health Services. If no resolution to the concern is reached with the Associate Dean of Health services, then a formal process may be started if indicated. Please refer to the Grade

Appeal Policy and Procedure in the *SSCC Catalog* and/or *SSCC 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 each semester. Evaluations of the course, teacher effectiveness, clinical instructor, and clinical agency are included. Students are asked to complete the evaluation online, and the students' anonymity is protected. The instructor may take students to a computer lab to complete the evaluations.

WRITTEN ASSIGNMENT GUIDELINES

Clinical Written Assignment Guidelines:

Written clinical assignments, nursing care plans, 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 preparation work is evaluated and returned to the student. All completed written clinical assignments will be returned to the instructor for interval 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.

1. Adhere to the current Publication Manual of the American Psychological Association (APA).
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 offer 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 of absences 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 instructor/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 instructor/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 the 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 orderly.
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/instructor assistant will orient students on proper disposal.
19. Students are not to sit on counter tops, behind the nurse's station, or on the beds; students are not to recline.
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 entrance to 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 when no faculty are present. Full time faculty and the skills lab instructor/assistant are authorized to have keys.
26. Students are to report damaged or inoperative equipment to the instructor or skills lab instructor/assistant.
27. Each student is required to purchase a nurse pacs for skills lab practice and is responsible for the contents. Nurse pacs are available to purchase through the campus bookstore.

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

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.

VI. HEALTH POLICIES

Student Records Policy:

Students who are seeking admission and/or are enrolled in the Nursing Program at Shelton State Community College are required to submit an application, academic information, as well as health, medical, and related information. All information submitted becomes the property of the Nursing Program 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 WILL BE RELEASED BY THE NURSING PROGRAM 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's 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, a letter from the Director of Nursing Programs will be sent to the student detailing that until compliant the student will not be allowed to attend classes, clinical experience, or lab.
2. The student must receive authorization of compliance from the nursing department prior to being allowed to resume attendance to class, clinical experience, or lab. There is no mechanism for clinical make-up.
3. A Corrective Action Plan may be filled out by the Director'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
 - a. The form 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. Bi-annual 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 Appendices H, I, and J.)**
4. Current cardiopulmonary resuscitation (CPR) certification (Required course: Basic Life Support for Healthcare Providers)
 - a. Each student is required to maintain current annual CPR certification consisting of a manual component. Additionally, CPR certifications should have the designation for Healthcare Providers or BLS (Basic Life Support).
5. Change of Health Status Form **(Appendix K)**
 - a. This form is required for any incidence of absence related to a significant change in health status, such as hospitalization, surgery, pregnancy or childbirth, accident related injuries, or other severe illness. Students must also submit a written statement by a licensed physician releasing the student to return to full classroom and clinical activities.
6. Initial drug screen prior to the first clinical lab course (Refer to complete policy, **Appendix B and Appendix C.**)
7. Background screening (Refer to complete policy, **Appendix D and Appendix E.**)
8. Notification of pregnancy
 - a. 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 their 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 L, M, M1, and N.**)

Change of Health Status:

As stated above, a Change of Health Status Form **(Appendix K)** is required for any incidence of absence related to a significant change in health status, such as hospitalization, surgery, pregnancy or childbirth, accident related injuries, or other severe illness that occurs after admission into the Nursing Program. Students are to complete the form and have it signed by the licensed physician who has been overseeing their care. Students must also submit a written statement by a licensed physician releasing the student to return to full classroom and clinical activities. These required documents should be submitted to the nursing clerk.

Health Insurance:

All students in the Nursing Program are responsible for healthcare costs sustained while enrolled in nursing courses. The Nursing Program requires that all students carry personal health insurance coverage and be able to provide proof of insurance.

HIV Reporting Policy:

Per Chapter 420-4-3 of the Alabama Administrative Code and "The Alabama Infected Healthcare Worker Management Act," healthcare workers, including students, who become infected with HIV or HBV are required to report to the State Health Officer their condition within 30 days of the time they are aware of the infection. The infected healthcare worker must realize that any physician providing care to any infected healthcare 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 N-95 respirator masks. These masks are specifically fitted to each individual. The costs and time involved in this process make it impossible for nursing students to care for infectious respiratory patients in the clinical setting.

VII. CLINICAL/LAB POLICIES

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 the Nursing Programs and the College to the public when dressed in the uniform. 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. 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 Programs and/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. Hair should be neatly groomed and have a professional appearance. Large, brightly colored, or ornate bows, ribbons, or clips are not to be worn.
2. Men must be clean shaven or have a neatly trimmed beard 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 lobes 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 client care. NO other jewelry or ornament may be worn on the body.
7. Because some persons are adversely affected by odors, cologne, perfume, or other strongly scented products are not to be worn while administering nursing care.
8. Chewing gum is not allowed during any clinical laboratory experience.
9. Students must practice good dental hygiene; teeth must be clean and in good repair. Use of deodorant and mouthwash is encouraged.

Uniform:

1. Full uniform/ID badge should be worn each clinical day unless otherwise instructed.
2. Uniforms must be clean, neat, pressed, and reasonably well fitted.
3. White nursing shoes or all white leather sport shoes may be worn for clinical experiences. Shoes must be clean, in good repair, and worn only for clinical experiences. Sandals, open-toed, and canvas shoes are not acceptable.
4. Miscellaneous non-uniform sweaters and jackets are not acceptable.
5. 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.

MALE AND FEMALE NURSING STUDENT UNIFORM	
1.	Designated, monogrammed, green uniform top
2.	Designated green uniform pants
3.	Designated, monogrammed, white uniform lab coat
4.	White socks and white under shirt
5.	White leather shoes
6.	ID badge
7.	Required clinical equipment

Required Clinical Equipment:

- Pocket size notebook
- Black or blue ink pen
- Bandage scissors
- Stethoscope
- Watch with second hand
- Penlight

Professional Attire Guidelines (when not in uniform):

- Before students enter any clinical site, nursing faculty will provide students with information regarding attire requirements for the specific clinical setting to which they are assigned.
- Students are to wear conservative and professional attire.
- While in the clinical setting to gather information in preparation for clinical experiences, students are to wear appropriate street attire; the designated, monogrammed, white uniform lab coat; and their SSCC clinical photo ID badge. Alternatively, students may be required to wear their complete SSCC uniform and clinical photo ID badge.

Approved conservative/professional attire includes, but is not limited to:

Women

- Dress pants or khakis (not form fitting)
- Dresses, blouses, tops, and/or sweaters with professional appearing neckline and length (no cleavage)
 - a. Tops are to cover the midriff, and no torso skin is to be exposed. Dresses or skirts can be no more than two inches above the knee and must be longer than the lab coat.
- Designated, monogrammed, white uniform lab coat with SSCC clinical photo ID badge
- Closed toed shoes that are in good repair and clean
- Minimal jewelry and make up

Men

- Dress slacks or khakis (not form fitting)
- Short or long sleeved collared shirt and/or sweater
- Designated, monogrammed, white uniform lab coat with SSCC clinical photo ID badge
- Closed toed shoes that are in good repair and clean
- Minimal jewelry

Examples of inappropriate dress for women or men include, but are not limited to:

- Sweat pants
- Sweat shirts
- Excessively short or tight skirts
- Plain or logo t-shirts
- Leggings
- Pajama bottoms
- Jeans
- Shorts
- Halter tops or tops that expose an excessive amount of skin/tank tops
- Any other sexually provocative attire
- Flip-flops or open-toed shoes
- Crocs
- Shoes with holes
- Hats

Preparation for Clinical Experiences:

Students are expected to arrive to clinical experiences prepared to provide safe patient care according to the student learning outcomes specific to that particular course. Students who are not prepared for clinical as outlined in each course will be sent home. 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, gathering of client data, and pre-clinical assessment if required. Students will be given specific instructions by their clinical instructor for each clinical facility prior to their first clinical day in that facility.

Students may enter clinical facilities in the role of a SSCC nursing student only under the following circumstances:

- To prepare for client care as arranged by the faculty member
- At scheduled clinical times
- When special arrangements are made through the faculty member for special entry into a clinical facility to complete course requirements, such as preceptorships
- When wearing the appropriate attire and wearing the College ID badge

Students who provide client care while presenting themselves as a SSCC nursing student but not taking part in an approved school related learning experience will face disciplinary action, possibly including expulsion from the Nursing Program.

Clinical/Lab Attendance:

Students must notify the instructor at least a week prior to an intended absence (e.g. legal obligations, elective surgery, etc.). A written explanation and date of intended absence must be submitted at that time. In the event of unforeseen extenuating circumstances on the day of a clinical experience, the unit and assigned clinical instructor must be notified at least thirty (30) minutes prior to the assigned clinical start time.

Clinical Absences Due to Extenuating Circumstances:

In the event of extenuating circumstances, the equivalent of 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 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.

Instructors are not required to notify students in danger of excessive absences or if the student has exceeded the absence policy rules. 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.) Missed material will not be re-taught by the instructor.

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.

Travel Expenses Clinical/Lab:

Nursing students are responsible for their transportation to clinical agencies and any expenses incurred related to transportation. 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.

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. Incident Reports (**Appendix O**) 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 should be immediately reported to the instructor and nursing staff RN. If necessary, 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, the Director of Nursing Programs, and Associate Dean of Health Services. In the event of an exposure incident, specified forms will be completed and submitted. (See **Student Exposure Incident Report Appendix N.**) Follow-up medical reports will also be submitted to the Director of Nursing Programs.

Expenses resulting from emergency treatment and/or medical intervention are the responsibility of the student. The College and/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 required 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.

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 skills 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, the following:
 - 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 the instructor.
5. Students will park only in areas designated by the clinical agency.
6. 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.
7. Students will do only those procedures in which they have had classroom instruction, practice in skills lab, and have subsequently been checked-off by the clinical instructor.
8. Students 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 a preceptorship course.
9. No students will have access to locked narcotic storage in the clinical facility. The clinical instructor will accompany the student to obtain narcotics from the identified storage location at each facility. The clinical instructor will observe student administration of the narcotic.
10. Students will have nursing documentation approved and verified by the clinical instructor.
11. Students will provide the staff RN with a complete verbal report of a patient's condition before leaving or terminating the clinical day.
12. 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.
13. Students will handle specimens of blood or other potentially infectious material; students will decontaminate and/or dispose of contaminated material according to the policies of the clinical agency to which they are assigned.
14. Students will remain on the assigned unit unless authorized by the clinical instructor or staff RN to leave.
15. 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.
16. 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.
17. Students are encouraged not to smoke while in uniform. Smoking regulations will be complied with according to the policy of the respective clinical agency.
18. 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.
19. Each student should give his/her family a copy of the clinical and class schedule, including the instructor's name, course number, room number at the College, and contact information for the assigned clinical unit. In the event of an emergency, the family must contact the instructor, and the instructor will notify the student.
20. Students will not divulge information about patients' conditions over the telephone.
21. 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.
22. 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 setting. Pregnant students must have written documentation from a

physician/healthcare 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 K.**)

23. Students will not report to clinical lab or maintain a presence on the clinical unit if physically or emotionally impaired.
24. Students' communication with patients should be patient-centered. No personal affairs or problems will be discussed within the patient's hearing.
25. Students are not to give or receive gifts from patients.
26. Students will be respectful and courteous to others.
27. Upon completion of patient care assignments, students are expected to use available time productively (ex. spending time sitting and talking with or listening to the patient(s), assisting other students with nursing care, doing research about assigned patients or topics for the clinical objective of the day).
28. Anecdotal notes may be used to communicate satisfactory and unsatisfactory behaviors. (See **Appendix H.**)
29. Students will attend the beginning and end-of-shift reports. Students will provide an end-of-shift report on their assigned patient(s).
30. 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

Students who are not successful on the first attempt of a psychomotor skills validation test must undergo remediation prior to revalidation. Remediation requirements are identified on the Nursing Skills Lab Remediation Form (**Appendix R**).

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 assigned nurse.

National Patient Safety Goals:

The SSCC Nursing Program encourages and supports practices that are in compliance with current National Patient Safety Goals. The goals are updated annually by the Joint Commission and can be found at www.jointcommision.org.

Completion of Clinical Evaluations:

The following procedures are used for clinical evaluations:

1. Students will review the designated clinical evaluation tool at the beginning of the semester to become familiar with expected behaviors during clinical rotation experiences.
2. Students will self-evaluate on the clinical evaluation tool for interval and final evaluations.
3. Instructors will evaluate the student's performance using a separate form for interval and final evaluations. The student will make an appointment with the clinical instructor to discuss the student's clinical performance, including strengths and areas for improvement.
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 that includes an evaluation of the clinical learning experience.

VIII. STUDENT CONDUCT

Policies regarding standards of conduct are published in the *SSCC Catalog* and *SSCC 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 consumers of healthcare. 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 Director of Nursing Programs and or the Associate 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 College, Nursing Program, and of the clinical agency

Behaviors considered as clinical misconduct include, but are not limited to, the following:

1. Breach of confidentiality, legality, or accountability;
2. Violation of HIPAA policy;
3. Non-adherence to policies of the clinical agency and/or Nursing Program;
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 the inability to provide safe and competent nursing care (such as, but not limited to, being under the influence of alcohol or drugs).

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. Any student who unduly compromises the safety of a patient and/or displays behaviors of clinical misconduct may 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 Nursing Program. A grade of unsatisfactory will result in a grade of "F" for the course.

Clinical Misconduct Procedure:

1. The clinical faculty member observes the behavior or verifies the report of another who was actually present.
2. 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.
3. The faculty member informs the student and dismisses the student from the clinical area.
4. The faculty member seeks consultation with the Director of Nursing Programs, describes the situation in writing, and gives a copy to the Director of Nursing Programs, the student, and the Associate Dean of Health Services.
5. The Director of Nursing Programs and the Associate Dean of Health Services will then make a final decision regarding the appropriate course of action.

The student will be prohibited from further clinical laboratory attendance pending any appeal. The student has the right to file a 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 the required 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 a failure for the course. Probationary status will be reviewed at the end of the specified time period. **STUDENTS WHO DISPLAY CLINICAL MISCONDUCT BEHAVIORS MAY BE DISMISSED FROM THE PROGRAM.**

Clinical Progression:

A clinical grade of "Satisfactory" is required to pass Nursing Program courses successfully. The student must receive a summative evaluation of "Satisfactory" in order to successfully complete each course and progress in the Program. To receive a satisfactory summative evaluation, the student must meet the following requirements:

1. Earn and maintain "Satisfactory" on all (100%) of the critical behaviors identified on the evaluation tool;
2. No more than the specific course allowed non-critical behaviors may be unsatisfactory/needs improvement;
3. Attend at least 90% of the total scheduled clinical time.

Clinical Grade Descriptions:

NA = Not Applicable: This grade may be given for a behavior that is either not observed or not applicable; however, faculty and student should attempt to obtain the experience described in each behavior.

S = Satisfactory: This grade indicates that a student has consistently demonstrated behavior at or above accepted standards (adequate knowledge or preparation for performance of behaviors; performance was appropriate to situation; performance met standards for accuracy, efficiency, completeness with average amount of assistance).

NI = Needs Improvement: This grade indicates that a student has demonstrated inconsistent behavior at only a minimal or substandard level (below average knowledge or preparation for expected performance and/or behavior inappropriate to the situation; performance met standards with a large/above average amount of assistance). These areas should be improved to acceptable standards by the end of the semester.

U = Unsatisfactory: This grade indicates that a student has consistently demonstrated areas in which substandard behavior is identified. 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.

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. Fundamental Concepts of Nursing). Upon successful validation of all the required basic critical skills, the student will receive a **passport**. This **passport** 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 required clinical objectives, therefore failing the course. If a clinical **passport** is revoked more than two times during a term/semester, then the student will receive an "Unsatisfactory" and a grade of "F" (failure) for the course. For additional information, see individual course syllabi.

IX. GRADUATION INFORMATION

Requirements for Graduation:

Requirements for graduation in certificate, AA, AS, and AAS degree programs are listed in the *SSCC Catalog*. (Please refer to this section for detailed information.) In addition, all nursing students are required to pass a NCLEX Comprehensive Predictor Assessment during the third semester and the last semester of the Program. The student is given two scheduled opportunities to successfully pass each exam. The two opportunities are included in the ATI course fee attached at the time of registration. If each exam is not passed by the second attempt, then the student will receive an "I" (incomplete) for the course and must complete the requirements of the *Comprehensive Predictor Policy* listed on the specific course syllabus.

Graduation:

Shelton State Community College conducts formal graduation exercises at the end of each semester. A reception for graduates, families, and friends may also occur in conjunction with the ceremony. Applications for graduation are available on the College website and in the Admissions Office. 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 Nursing Program have the option of participating in the Nursing Pinning Ceremony. The ceremony will be held at the end of each graduating 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 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 the planning and coordination of the Pinning Ceremony. Suggested committees include Program Agenda and Speaker as well as Invitations and Program Printing.
 - b. Invite administrators and faculty (in writing) to the scheduled ceremony.
 - c. Purchase the College's designated Program pin and lamp.
 - d. Designate student pinning dress code (Program faculty and staff).
 - e. Follow College policies and procedures as related to established ceremony standards.

SSCC Nursing Pins and Lamps:

Only graduates of the SSCC Nursing Program are entitled to wear SSCC Nursing pins. Instructions for purchasing pins and lamps will be provided by 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 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 the completion of the program of study must be submitted by the school to the Alabama Board of Nursing (ABON) within 30 days of graduation. The Board of Nursing must review applications and authorize candidacy before the graduate can schedule to sit for the NCLEX exam. Applications to sit for the NCLEX 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 sit for the NCLEX exam for licensure. A live NCLEX review session is provided on campus prior to graduation. Students are required to attend the live NCLEX review course.

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 upon 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 of Program completion. Graduates who fail to take the exam within the four-month completion period are encouraged 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), 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,

then 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, then the applicant must submit a detailed letter of explanation, a statement from an appropriate healthcare provider (physician, psychologist) that indicates (a) diagnosis; (b) treatment, including present medication; (c) stability; and (d) after care recommendations. The applicant should request the healthcare 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, then 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 of Nursing 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), then 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, then the BON will contact 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 BON office for direct information (334.293.5200 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.

Blood-borne 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 human immunodeficiency virus (HIV).

Breach of Accountability – failure to assume responsibility for ethical and legal actions related to patient care in accordance with HIPAA.

Breach of Confidentiality – unauthorized disclosure of information or knowledge concerning patients in accordance with HIPAA.

Breach of Legality – conduct that is contrary to that permitted by law.

Breach of Safety – conduct that 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 healthcare 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 or an act by a student in the clinical agency that has the potential to unduly compromise the safety of the patient.

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

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 – a document that defines the course outcomes, contains a course description, meeting times, expectations, 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.

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 that 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 a 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 that 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).

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.

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
ESSENTIAL FUNCTIONS**

The Alabama Community College System and Shelton State endorse 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 Program with or without reasonable accommodations. The Nursing Program 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 by the Alabama Community 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 perform the following functions:

Performance Category	Essential Functions
1. Sensory Perception	
Visual	<ul style="list-style-type: none"> a) Observe and discern subtle changes in physical conditions and the environment b) Visualize different color spectrums and color changes c) Read fine print in varying levels of light d) Read for prolonged periods of time e) Read cursive writing f) Read at varying distances g) Read data/information displayed on monitors/equipment
Auditory	<ul style="list-style-type: none"> h) Interpret monitoring devices i) Distinguish muffled sounds heard through a stethoscope j) Hear and discriminate high and low frequency sounds produced by the body and the environment k) Hear effectively in order to communicate with others
Tactile	<ul style="list-style-type: none"> l) Discern tremors, vibrations, pulses, textures, temperatures, shapes, sizes, locations, and other physical characteristics
Olfactory	<ul style="list-style-type: none"> m) Detect body odors and odors in the environment
2. Communication/Interpersonal Relationships	<ul style="list-style-type: none"> a) 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 b) Work effectively in groups c) Work effectively independently d) Discern and interpret nonverbal communication e) Express one's ideas and feelings clearly f) Communicate with others accurately in a timely manner g) Obtain communications from a computer

3. Cognitive/ Critical Thinking	<ul style="list-style-type: none"> a) Read, write, and comprehend the English language effectively b) Engage consistently and dependably in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of healthcare settings c) Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator d) Achieve the program objectives satisfactorily
4. Motor Function	<ul style="list-style-type: none"> a) Handle small, delicate equipment/objects without extraneous movement, contamination or destruction b) Move, position, turn, transfer, assist with lifting, or lift and carry clients without injury to clients, self, or others c) Maintain balance from any position d) Stand on both legs e) Coordinate hand/eye movements f) Push/pull heavy objects without injury to client, self, or others g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities that require energy without jeopardizing the safety of the client, self, or others h) Walk without a cane, walker, or crutches i) Function with hands free for nursing care and transporting items j) Transport self and client without the use of electrical devices k) Flex, abduct, and rotate all joints freely l) Respond rapidly to emergency situations m) Maneuver in small areas n) Perform daily care functions for the client o) Coordinate fine and gross motor hand movements to provide safe, effective nursing care p) Calibrate/use equipment q) Execute movement required to provide nursing care in all healthcare settings r) Perform CPR and physical assessment s) Operate a computer
5. Professional Behavior	<ul style="list-style-type: none"> a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client c) Handle multiple tasks concurrently d) Perform safe, effective nursing care for clients in a caring context e) Understand and follow the policies and procedures of the College and clinical agencies f) Understand the consequences of violating the student code of conduct g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing i) Must not pose a threat to self or others j) Function effectively in situations of uncertainty and stress inherent in providing nursing care k) Adapt to changing environments and situations l) Remain free of chemical dependency m) Report promptly to clinical and remain for 6-12 hours as assigned on the clinical unit n) Provide nursing care in an appropriate time frame o) Accept responsibility, accountability, and ownership of one's actions p) Seek supervision/consultation in a timely manner q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability may 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, then 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 *Office of Disability Services*.

Student Name: _____ Student Number: _____

(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 Signature

Date

OR

_____ I have read and understand these essential functions, and, to the best of my knowledge, I will be unable to perform essential function number(s) _____ 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.

Student 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 some of the functions that have been listed on the previous page.
(Please indicate in comments below which functions the student is unable to perform.)

Physician Signature

Date

COMMENTS:

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
STUDENT DRUG SCREEN POLICY**

Any student who enrolls in the Shelton State Community College Nursing Program and desires to participate in courses that 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 Program. 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.

I. PRE-CLINICAL SCREENING

1. All students will receive notice of the drug screening guidelines prior to admission to the Nursing Program.
2. The Nursing Program 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 policy; 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 VII of this document.

II. RANDOM DRUG SCREENING

At any point or time in a student's enrollment, the student may be subject to a random drug screen. The Director of Nursing will establish the number of students included in 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. 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.

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 Program.

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. 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.
- Students will be informed of the positive screening results by the Director of Nursing Programs.

V. CONFIDENTIALITY

The Director of Nursing Programs will receive all test results. Confidentiality of the test results will be maintained. Only the director will have access to the results, the exception being any legal action occurring that requires access to test results.

VI. APPEALS PROCESS FOR POSITIVE SCREENS

1. If a student drug screen is positive for drugs, then the student will be contacted by the Director of Nursing Programs.
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 Director of Nursing Programs. If the student remains unsatisfied, then the student should explain in writing his or her complaint. The director will have seven working days to respond.
5. If the student cannot reach an agreement with the Director of Nursing Programs, then the student's next step is to present documentation to the Associate Dean of Health Services. The Associate Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Associate Dean, then 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 that 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 healthcare practitioners. Prescription drugs prescribed to a student by an appropriate healthcare 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 that are legally prescribed by a healthcare practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer may follow-up or give recommendation(s).

By signing below, the student acknowledges agreement to the following statements:

1. I have read, understand, and agree to the above drug screen guidelines.
2. 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.
3. I understand that should any legal action be taken as a result of the Drug Screen Policy, confidentiality can no longer be maintained.

Student Signature

Date

Witness

Date

May 2002
Reviewed April 2013
Revised May 2016

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
STUDENT DRUG SCREEN POLICY PARTICIPATION FORM**

By signing this document, I am indicating the following:

1. I voluntarily agree to the requirement to have a scheduled pre-clinical drug screen, random drug screen, and/or reasonable suspicion drug screen if deemed necessary.
2. I understand that any student who enrolls in the Shelton State Community College Nursing Program and desires to participate in courses that have a clinical component is required to have an initial pre-clinical drug screening.
3. I understand that I must provide a certified negative drug screen result prior to participation in the clinical component of the Nursing Program. I further understand that if I fail to provide a certified negative drug screen result, then I will be unable to participate in the clinical portion of the Nursing Program.
4. I have received a copy of the Shelton State Community College Drug Screen Policy and have read and understand the requirements of the policy and guidelines.
5. I understand that 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.
6. I further understand that my continued participation in the Shelton State Community College Nursing Program is conditional upon satisfactorily meeting 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 State Board of Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity or employment.

May 2002
Reviewed April 2013
Revised May 2016

**SHELTON STATE COMMUNITY COLLEGE
HEALTH RELATED PROGRAMS
BACKGROUND SCREENING POLICY**

Students must abide by the policies established by the healthcare (clinical) agencies with which Shelton State Community College Health Programs (Nursing and Respiratory Therapy) contract 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 program.
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 policies for further information.)

Procedure:

1. Students must pay \$18.00 (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; usually includes date, nature of offense, sentencing date, disposition, and current status
Nurse Aide Registry:	Reports whether a Certified Nurse Aide is in good standing or if the individual has been involved in an abuse case
Social Security Number Trace:	Verifies 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 Director of Nursing Programs 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 will not be able to complete the required clinical component of the course(s) and will not receive a passing grade for the course(s).
6. Background screens that would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges that could jeopardize the health and safety of patients and sanctions or debarment.

Confidentiality:

1. The Director of Nursing Programs 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.

By signing below, I acknowledge that I have read, understand, and agree to the policies and procedures set forth above.

Student Signature

Witness Signature

Student Printed Name

Witness Printed Name

Date

Date

June 2009
Reviewed April 2013
Revised May 2016

**SHELTON STATE COMMUNITY COLLEGE
HEALTH PROGRAMS
STUDENT BACKGROUND SCREEN POLICY PARTICIPATION FORM**

By signing this document, I am indicating:

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 that have a clinical component is required to have a pre-clinical background screen.

I have received a copy of the Shelton State Community College Background Screen Policy and have read, understand, and agree to the requirements of the policy and guidelines.

I 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.

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 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

Student Printed Name

Witness Printed Name

Date

Date

June 2009
Reviewed April 2013
Revised May 2016

Official Use Only:
 Reinstatement Granted:
 Yes _____ No: _____

Date: _____

SHELTON STATE COMMUNITY COLLEGE
 NURSING PROGRAM
 REINSTATEMENT APPLICATION

Name: _____ Student Number: _____

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

Email Address: _____ Home Phone: (_____) _____

Work Phone: (_____) _____ Cell Phone: (_____) _____

I, _____, hereby apply to be reinstated into the SSCC Nursing Program.
 (Please Print.)

(Please check one:) I request to be reinstated into the: _____ Two-Year Associate Degree Nursing Program
 _____ Health Transition/Mobility ADN Program

I request for my reinstatement to begin in the _____ semester of _____.
 (Fall, Spring, Summer) (Year)

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):

By signing this document, I am indicating:

I understand that 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 reinstatement.

I 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 healthcare providers must be completed (within the last six months of reinstatement date).

I understand that failure to follow this procedure may result in being denied reinstatement/clearance to re-enter the Nursing Program. (Please see reinstatement policies in the Nursing Program Student Handbook for details.)

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

Student Signature

Student Printed Name

Date

Return form to the following:
Director of Nursing Programs
Shelton State Community College
9500 Old Greensboro Road Box 112
Tuscaloosa, AL 35405

Comments: Office Use Only

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SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
REINSTATEMENT POLICY

Student Name: _____ Student Number: _____

_____ Two-Year Associate Degree Nursing Program

_____ Mobility PN to ADN Program

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 skills 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 Nursing 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 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 has 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 Program and the Associate 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 being allowed to continue in nursing courses.)
 - D. A student desiring to be reinstated to a course in the Nursing Program must register the intent with the nursing department by submitting an Application for Reinstatement Letter (Appendix D) and completing the appropriate reinstatement check-list. (Intent needs to be registered at least six weeks in advance of the intended date of reinstatement.) This checklist must be completed prior to registration. Failure to follow this procedure may result in denial of reinstatement to the Nursing Program.
 - E. Students dismissed from the previous program for disciplinary reasons and/or unsafe or 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 elapsing since the student was enrolled in a nursing course
 9. Student not being dismissed from the Nursing 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)
 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 independently. The student will be encouraged to videotape his or her skills practice. The student must provide his or her own supplies for validation. If a partner is needed in the skills validation, then the student must bring a partner at the scheduled validation time. If the student will need use of the lab for practice, then 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 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, then the student must audit the Fundamentals/Health Assessment or IV Therapy course and lab and successfully complete the skills checklist (demonstrate skills).

IV. Validation (Cognitive/Knowledge/Academic Content)

- A. Cognitive/knowledge/academic content must be successfully validated for each nursing 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 211 and request reinstatement must take the NUR 209 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 exclude the student from reentering the nursing course sequence. The student will have only one attempt on the cognitive written exams.
- B. In addition, a pharmacology 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 pharmacology 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 within the month prior to the intended reentry date.

REINSTATEMENT CHECKLIST

<u>Things to be done</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Signature</u>
Student has repeated and passed failed courses.	___	___	___	_____
Student has completed an individual plan for success.	___	___	___	_____
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).	___	___	___	_____
Student has paid premium for liability and accident insurance.	___	___	___	_____
Student has validated psychomotor skills in lab if applicable.	___	___	___	_____
Student has validated academic content if applicable.	___	___	___	_____
Student has received clinical passport.	___	___	___	_____
Student has received and/or has access to current Nursing Program Student Handbook/Policies.	___	___	___	_____
Student has signed reinstatement contract/conditions of reinstatement if applicable.	___	___	___	_____

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
HEPATITIS B VACCINATION POLICY FOR STUDENTS**

The Centers for Disease Control recommend 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. Nursing students should may see the most current CDC Vaccine Information Sheet for Hepatitis B (**Appendix F-2** in the Nursing Programs Student Handbook) for up-to-date information on Hepatitis B and the Hepatitis B vaccination.

All students entering the Nursing Program 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 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 who administered each of the three (3) vaccine doses or equivalent should be provided to the course coordinator and placed in the student's file. Vaccination can be arranged through the student's personal physician at an approximate cost of \$150.00. Students are responsible for the full cost of the vaccine and its administration.

The following acknowledgement of the requirement 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.

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 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. The student has 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 acknowledge that I am aware of the requirement 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 Signature

Witness Signature

Student Printed Name

Witness Printed Name

Date

Date

CENTERS FOR DISEASE CONTROL
HEPATIS B VIS

VACCINE INFORMATION STATEMENT

Hepatitis B Vaccine

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.cdc.gov/viz.

Hay muchos folletos de información sobre vacunas disponibles en español y en muchos otros idiomas. Visite www.cdc.gov/viz.

1 What is hepatitis B?

Hepatitis B is a serious infection that affects the liver. It is caused by the hepatitis B virus.

- In 2009, about 38,000 people became infected with hepatitis B.
- Each year about 2,000 to 4,000 people die in the United States from cirrhosis or liver cancer caused by hepatitis B.

Hepatitis B can cause:

Acute (short-term) illness. This can lead to:

- loss of appetite
- diarrhea and vomiting
- tiredness
- jaundice (yellow skin or eyes)
- pain in muscles, joints, and stomach

Acute illness, with symptoms, is more common among adults. Children who become infected usually do not have symptoms.

Chronic (long-term) infection. Some people go on to develop chronic hepatitis B infection. Most of them do not have symptoms, but the infection is still very serious, and can lead to:

- liver damage (cirrhosis)
- liver cancer
- death

Chronic infection is more common among infants and children than among adults. People who are chronically infected can spread hepatitis B virus to others, even if they don't look or feel sick. Up to 1.4 million people in the United States may have chronic hepatitis B infection.

Hepatitis B virus is easily spread through contact with the blood or other body fluids of an infected person. People can also be infected from contact with a contaminated object, where the virus can live for up to 7 days.

- A baby whose mother is infected can be infected at birth;
- Children, adolescents, and adults can become infected by:
 - contact with blood and body fluids through breaks in the skin such as bites, cuts, or sores;
 - contact with objects that have blood or body fluids on them such as toothbrushes, razors, or monitoring and treatment devices for diabetes;
 - having unprotected sex with an infected person;
 - sharing needles when injecting drugs;
 - being stuck with a used needle.

2 Hepatitis B vaccine: Why get vaccinated?

Hepatitis B vaccine can prevent hepatitis B, and the serious consequences of hepatitis B infection, including liver cancer and cirrhosis.

Hepatitis B vaccine may be given by itself or in the same shot with other vaccines.

Routine hepatitis B vaccination was recommended for some U.S. adults and children beginning in 1982, and for all children in 1991. Since 1990, new hepatitis B infections among children and adolescents have dropped by more than 95%—and by 75% in other age groups.

Vaccination gives long-term protection from hepatitis B infection, possibly lifelong.

3 Who should get hepatitis B vaccine and when?

Children and adolescents

- Babies normally get 3 doses of hepatitis B vaccine:

1st Dose:	Birth
2nd Dose:	1-2 months of age
3rd Dose:	6-18 months of age

Some babies might get 4 doses, for example, if a combination vaccine containing hepatitis B is used. (This is a single shot containing several vaccines.) The extra dose is not harmful.

- Anyone through 18 years of age who didn't get the vaccine when they were younger should also be vaccinated.

Adults

- All unvaccinated adults at risk for hepatitis B infection should be vaccinated. This includes:
 - sex partners of people infected with hepatitis B,
 - men who have sex with men,
 - people who inject street drugs,
 - people with more than one sex partner,
 - people with chronic liver or kidney disease,
 - people under 60 years of age with diabetes,
 - people with jobs that expose them to human blood or other body fluids,



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

- household contacts of people infected with hepatitis B,
 - residents and staff in institutions for the developmentally disabled,
 - kidney dialysis patients,
 - people who travel to countries where hepatitis B is common,
 - people with HIV infection.
- Other people may be encouraged by their doctor to get hepatitis B vaccine; for example, adults 60 and older with diabetes. Anyone else who wants to be protected from hepatitis B infection may get the vaccine.
 - Pregnant women who are at risk for one of the reasons stated above should be vaccinated. Other pregnant women who want protection may be vaccinated.

Adults getting hepatitis B vaccine should get 3 doses—with the second dose given 4 weeks after the first and the third dose 5 months after the second. Your doctor can tell you about other dosing schedules that might be used in certain circumstances.

4 Who should not get hepatitis B vaccine?

- Anyone with a life-threatening allergy to yeast, or to any other component of the vaccine, should not get hepatitis B vaccine. Tell your doctor if you have any severe allergies.
- Anyone who has had a life-threatening allergic reaction to a previous dose of hepatitis B vaccine should not get another dose.
- Anyone who is moderately or severely ill when a dose of vaccine is scheduled should probably wait until they recover before getting the vaccine.

Your doctor can give you more information about these precautions.

Note: You might be asked to wait 28 days before donating blood after getting hepatitis B vaccine. This is because the screening test could mistake vaccine in the bloodstream (which is not infectious) for hepatitis B infection.

5 What are the risks from hepatitis B vaccine?

Hepatitis B is a very safe vaccine. Most people do not have any problems with it.

The vaccine contains non-infectious material and cannot cause hepatitis B infection.

Some mild problems have been reported:

- Soreness where the shot was given (up to about 1 person in 4).
- Temperature of 99.9°F or higher (up to about 1 person in 15).

Severe problems are extremely rare. Severe allergic reactions are believed to occur about once in 1.1 million doses.

A vaccine, like any medicine, could cause a serious reaction. But the risk of a vaccine causing serious harm, or death, is extremely small. More than 100 million people in the United States have been vaccinated with hepatitis B vaccine.

6 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS is only for reporting reactions. They do not give medical advice.

7 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP web site at www.hrsa.gov/vaccinecompensation.

8 How can I learn more?

- Ask your doctor.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO) or
 - Visit CDC's web site at www.cdc.gov/vaccines

Vaccine Information Statement (Interim)
Hepatitis B Vaccine

2/2012

42 U.S.C. § 300aa-26

Office Use Only



Hepatitis B Vaccination Verification Form

(Please Print.)

VERIFICATION OF #1 HBV VACCINATION

(Student Name) _____ (Student #) _____

has received the first (#1) in the series of three (3) vaccinations for Hepatitis B on _____ (date).

The next vaccination in the series is due on _____.

Physician Printed Name_____
Address_____
Physician Signature_____
City, State, Zip

VERIFICATION OF #2 HBV VACCINATION

(Student Name) _____ (Student #) _____

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

The next vaccination in the series is due on _____.

Physician Printed Name_____
Address_____
Physician Signature_____
City, State, Zip

VERIFICATION OF #3 HBV VACCINATION

(Student Name) _____ (Student #) _____

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

The student identified above has officially completed the Hepatitis B vaccination series.

Physician Printed Name_____
Address_____
Physician Signature_____
City, State, Zip

VERIFICATION OF HEPATITIS B TITER

_____ has had a titer for Hepatitis B antibodies obtained.

(Student Name) _____ (Student #) _____

Hepatitis B Titer Results _____ Date _____

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.

Physician Printed Name_____
Address_____
Physician Signature_____
City, State, Zip

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
Change of Health Status Form**

Any change in health status while enrolled in the Nursing Program must be reported to the course coordinator, clinical instructor, and Director of Nursing Programs. Medical clearance from the healthcare provider that is treating the condition that caused the change in health status is required to continue class and clinical coursework. Students will need to have their physician complete the bottom portion of this form as well as a reevaluation of the Essential Functions. (See Appendix A in the Nursing Program Student Handbook.) It is the right of the course coordinator, clinical instructor, and/or Director of Nursing Programs to determine if a student demonstrates the ability to achieve course and clinical objectives and to provide safe patient care.

TO BE COMPLETED BY STUDENT:

Last Name:	First Name:	Middle Name:
Student ID:	Date of Birth:	Gender:
Mailing Address:	City/State:	Zip Code:
Email:	Home Phone:	Cell Phone:
Emergency Contact:		Phone Number:
Describe change in health status:		
Are you taking any medications? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, then list medication (name, dosage and frequency).		

I understand it is my responsibility throughout the program of study to inform my course coordinator, Director of Nursing Programs, 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 Program.

Student Signature: _____ Date: _____

To be completed by physician:

Please indicate below if the student who is currently under your care is able to participate in the Nursing Program at this time considering his or her current medical state and ability to perform the required Essential Functions.

Yes _____ No _____

Please list any restrictions or comments:

Physician's Signature: _____ Date: _____

SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
EXPOSURE CONTROL PLAN

Purpose: To prevent accidental exposure to blood-borne pathogens and other infectious materials, the SSCC Nursing Program has established a policy for 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:

Upon Admission into the Nursing Program:

1. The student will be required to complete the following:
 - a) Sign a consent for Hepatitis B vaccination and receive the first in the series of three (3) vaccinations, 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 into the Nursing Program:

1. 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.
2. 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.
3. All students will be required to sign a form indicating they have attended the SSCC Nursing Programs Exposure Control Class and will assume responsibility for understanding the material provided prior to attending the first clinical lab each academic year. (See **Appendix G4.**) 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 will be submitted by the instructor to the Director of Nursing Programs as soon as possible.
8. **An incident involving failure to follow procedure aimed at controlling the spread of blood-borne or other pathogens may result in the student's dismissal from the SSCC Nursing Program.** (See *Nursing Program Student Handbook*.)

Highlights of Medical Asepsis Principles:

A brief description of the policies and principles of medical asepsis is as follows:

1. 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 bodily fluids/substances as if known to be infectious for blood-borne and/or other pathogens.
2. Specimens of blood or other potentially infectious material should be handled according to the agency's policies.
3. 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.
4. Students should handle, decontaminate, and/or dispose of contaminated personal protective equipment/supplies according to the agency's policies.
5. 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.
6. Gloves should be worn when it can be reasonably anticipated the student may have contact with blood and/or bodily fluid (draining wounds, sputum, urine, feces), when performing venipuncture or other vascular access procedures, and when handling/touching contaminated items or surfaces. Any glove that is torn should be replaced immediately or as soon as feasible. Gloves must be changed after contact with each patient. Hand washing is required before, after, and in between patient care.
7. 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.
8. 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 bodily areas with blood or other potentially infectious materials. Students also are to notify the clinical instructor and the RN in charge as soon as possible.
9. All personal protective equipment should be removed immediately upon ceasing to provide care for the patient or as soon as possible. If contaminated, then the personal protective equipment should be placed in an appropriately designated area or container for 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.
10. The handling and disposal of contaminated sharps should be carried out according to the agency's policy. No contaminated needles are to be recapped, bent, broken, sheared, or removed following use. In compliance with OSHA, Safety Needleless Law, medical personnel must use retractable needles or equipment compatible with needleless devices.
11. 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.
12. All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying, and aerosolization of these substances.
13. 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, and 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 the protective apparel that is to be worn in various situations.
14. 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.
15. Contaminated work surfaces should be decontaminated according to agency policies. Blood spills and other infectious bodily materials should be cleansed from surface areas using the approved solution.
16. 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.
17. 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.

18. Laundry should be managed according to the 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 that prevent these problems. Students who have contact with contaminated laundry should wear protective gloves or other appropriate personal protective equipment.
19. Items that 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.
20. All laboratory specimens of bodily fluids or substances are considered potentially infectious and should be handled according to the policies of the agency to which the student is assigned.
21. Any student who is exposed to blood or other potentially infectious material should follow the post-exposure procedure that has been established by the Nursing Program 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.)
 - d. 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. Students should refer to specific agency protocols.

Students in the SSCC Nursing Program perform many skills that may potentially place them at risk for exposure. Below is a list of some of these skills the student may perform while in the SSCC Nursing Program.

Administration of Oral Medications
 Parenteral and Enteral Medication Administration
 Venipuncture
 Administering and Monitoring Intravenous Fluids
 Initiating and Terminating Intravenous Access
 Patient Bathing
 Caring for Patients on Isolation Precautions
 Putting on and Removing Personal Protective Equipment (PPE)
 Postmortem Care
 Obtaining Vital Signs
 Suctioning (Oral/Nasal/Endotracheal Tube/Tracheostomy)
 Tracheostomy Care
 Assisting Patient with Bed Pan/Urinal
 Intake/Output

Medical/Surgical Asepsis
 Catheterization and Irrigations
 Inserting and/or Removing Foley Catheter
 Finger Stick Blood Sampling
 Specimen Collection
 Enema/Douche
 Checking for Fecal Impaction
 Feeding Patient
 Newborn Care
 Testicular and/or Breast Examinations
 Nasogastric Lavage and Irrigation
 Enteral Feeding and Flushing
 Wound Care/Dressing Changes
 Perioperative Care
 Suture and/or Staple Removal

Any other procedure that would lend itself to contact of secretions of any bodily fluids and/or blood-borne pathogens

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM**

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 events, such 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 placed 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. Results 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 or 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
Revised May 2016

SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
EXPOSURE CONTROL PLAN
CLASS ATTENDANCE VERIFICATION

Student Name

Student ID #

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
4. An explanation of SSCC Nursing Program Exposure Control Plan
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 *Nursing Program Student Handbook*, paying particular attention to the section on clinical lab and compliance with OSHA regulations related to blood-borne pathogens.

Student Signature

Date

Student Printed Name

Reviewed April 2013

Reviewed May 2016

SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT EXPOSURE INCIDENT REPORT
(Please Print.)

Name: _____ Student #: _____

Student phone number: _____ E-mail: _____

Course name & number: _____

Location of incident (specific 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, and the 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, and the amount of potentially infectious material.*):

Describe any injuries suffered in the event:

Name other persons exposed or injured:

List personal protective equipment being used at the time of exposure:

Name witnesses to exposure incident:

Briefly describe exposure incident (work being performed, how incident was caused, and estimation of duration of exposure):

Source of exposure known: Yes _____ No _____

Was blood testing done on exposure source: Yes _____ No _____

If no, then why not?

Note actions that were taken (persons involved, decontamination, clean-up, reporting, etc.):

Suggest recommendations for avoiding repetition:

Provide name and address of physician seen/to be seen for follow-up:

Explain follow-up care of the above incident:

Student Signature

Date

Clinical Instructor Signature

Date

Director of Nursing Programs Signature

Date

Reviewed April 2013

Revised May 2016

SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT INCIDENT REPORT
(Please Print.)

Name: _____ Student #: _____

Student phone number: _____ E-mail: _____

Course name & number: _____

Location of incident (specific clinical agency, area): _____

Describe any injuries suffered in the event:

Name other persons involved or injured:

List special equipment being used at the time of the incident:

Name witnesses to incident:

Briefly describe incident (work being performed, how incident occurred or any contributing factors, and any relevant facts pertaining to the incident):

Note actions that were taken (persons involved, treatment, reporting, etc.):

Suggest recommendations for avoiding repetition:

Provide name and address of physician seen/to be seen for treatment follow-up if applicable:

Describe follow-up care required for the above incident:

Student Signature

Date

Clinical Instructor Signature

Date

Director of Nursing Programs Signature

Date

DATE: _____

STUDENT NAME: _____ STUDENT NUMBER: _____

COURSE NAME & NUMBER: _____

COMMENTS:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Director of Nursing Programs Signature: _____ Date: _____

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 submit this form to your curriculum/class representative to be forwarded to the appropriate individual.

Date: _____

Concern(s)/Feedback: _____

Suggestion(s): _____

Comment(s): _____

Signature (not required): _____

If more space is needed, then you may write on the back of this form.

Reviewed April 2013
Revised May 2016

Shelton State Community College
Nursing Program
Nursing Skills Lab Remediation Form

Student Name: _____ Date: _____

Course: _____

Students who are not successful on the first attempt of a psychomotor skills validation test must undergo remediation prior to revalidation.

Name of faculty performing initial evaluation: _____

Skill(s) Requiring Remediation and Revalidation:

_____ Vital Signs	_____ Sterile Gloving	_____ IM Injection
_____ Physical Assessment	_____ IV Therapy	_____ Bed Bathing
_____ Large Volume Enema	_____ Bed Making	_____ NG Insertion/DC
_____ Insulin Mixing/Administration	_____ Tracheostomy Suctioning/Care	_____ Hand Washing
_____ SQ Injection	_____ C/L Dressing Change	_____ Venipuncture
_____ Blood Administration	_____ Medication Administration	_____ Other: _____
_____ Sterile Dressing Change	_____ Foley Catheterization	

By signing this form the student acknowledges the understanding that remediation is required prior to a validation retest and agrees to comply with the following remediation requirements. It is the student's responsibility to ensure remediation requirements have been met.

1. Review and understanding of the specific SSCC Faculty Demonstration Video and/or the Evolve/ATI Video corresponding to the unsuccessful skill validation
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 initial validation

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Comment(s):

Revised May 2016

Shelton State Community College
Nursing Program

NURSING STUDENT SELF-REMEDATION FORM

(This form will be submitted to the student's faculty advisor and/or instructor.)

Students who make below a 75 (passing score) on a unit exam are required to complete this form. Failure to complete and submit this document in a timely manner and meet with the instructor at least three (3) days prior to the next scheduled unit exam to discuss improvement plans will not be allowed to take the next unit exam.

Student Name: _____ Test Number: _____ Test Score: _____

Semester: _____ Year: _____ Course: _____

How does this score compare with previous tests in the SSCC 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:

I misread the question. _____	I misunderstood the question. _____
I read into the question. _____	I missed important keywords. _____
I did not remember subject content. _____	I did not understand the subject. _____
I did not recognize the rationale for the answer. _____	I guessed wrong. _____
I marked the answer incorrectly. _____	I changed the answer. _____
I used incorrect rationales for selecting response. _____	I did not read all responses carefully. _____
	I did not have time to study. _____

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? 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, finances, 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)

Plan for Success (to be developed with faculty advisor/instructor):

1.

2.

3.

4.

5.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____