



SHELTON STATE

COMMUNITY COLLEGE



**Nursing Program
Student Handbook
2019-2020
26th Edition**

Developed by Faculty and Students of the SSCC Nursing Program

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. Important information about the educational debt, earnings, and completion rates of students attending programs can be found at sheltonstate.edu/gainfulemployment.

26th Edition, 2019
Revised Annually, 1986-2017

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SHELTON STATE

COMMUNITY COLLEGE

August 1, 2019

Dear Nursing Student:

On behalf of the Shelton State Community College (SSCC) administration, nursing faculty, and staff, I would like to welcome you to the SSCC Nursing Program—Associate Degree Nursing (ADN) with a Practical Nursing (PN) opt out program. We thank you for selecting 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 National Council Licensure Examination-Registered Nurse (NCLEX-RN) and the National Council Licensure Examination-Practical Nurse (NCLEX-PN), 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 SSCC 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, be familiar with the information in all of these publications, and 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. I extend 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,

Andrea' G. Bowden-Evans, MSN, RN, FNP-BC
Director of the Shelton State Community College Nursing Program

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
2019 - 2020**

Student Handbook
Acknowledgment Form

I, _____, have access to a copy of the *Shelton State Community College (SSCC) Nursing Student Handbook* and assume responsibility for being knowledgeable of the content. I understand that the policies, 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 *SSCC Nursing Student Handbook*.

Disclaimer Clause

The SSCC Nursing Program reserves the right to make changes to the policies and procedures in this handbook. If changes are made, students will be given notice of those changes.

Student Signature: _____

myShelton Username: _____

Date Signed: _____

Note - This form must be submitted to the Health Services Specialist by the end of the second week of classes.

**SHELTON STATE COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

Accreditation Information

Shelton State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Please contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

Please do not contact the Commission with other questions unless there is evidence that appears to support Shelton State Community College's significant non-compliance with the Commission's accreditation requirements or standards.

Check the College website, sheltonstate.edu, for addenda.

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

The Shelton State Community College 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, AL 36130-3900
334.293.5210 or 800.656.5318**

**The Shelton State Community College 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**

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
FACULTY AND SUPPORT STAFF**

Beth Babin, Nursing Instructor	391.3986
Office #2633 E-mail: bbabin@sheltonstate.edu	
Andrea Bowden-Evans, Director of the SSCC Nursing Program	391.2452
Office #2605 E-mail: abowden@sheltonstate.edu	
Vicki Hannah, Nursing Instructor	391.2291
Office #2628 E-mail: vhannah@sheltonstate.edu	
Clem Hill, Nursing Instructor	391.2912
Office #2635 E-mail: chill@sheltonstate.edu	
Gladys Hill, Associate Dean of Health Services	391.2457
Office #2608B E-mail: ghill@sheltonstate.edu	
Darlene Holley-Jones, Nursing Instructor	391.2428
Office #2643 E-mail: dholleyjones@sheltonstate.edu	
Angela Hyde, Nursing Instructor	391.2465
Office #2702 E-mail: ahyde@sheltonstate.edu	
Natasha Jones, Health Services Specialist.....	391.2443
Office #2602 E-mail: njones@sheltonstate.edu	
Carol Mapp, Nursing Instructor	391.5825
Office #2709 E-mail: cmapp@sheltonstate.edu	
Rosalynde Peterson, Nursing Instructor	391.3923
Office #2706 E-mail: rpeterson@sheltonstate.edu	
Royce Roby, Nursing Instructor	391.2297
Office #2515 E-mail: rroby@sheltonstate.edu	
Rosann Turner, Nursing Instructor	391.2447
Office #2634 E-mail: rosann.turner@sheltonstate.edu	
Leigh Ann Williams, Nursing Instructor	391.2931
Office #2707 E-mail: lwilliams@sheltonstate.edu	
Lauren Yeager, Nursing Instructor	391.2230
Office #2647 E-mail: lyeager@sheltonstate.edu	
Nursing Office Fax Number	391.2448
Nursing Program E-mail	nursing@sheltonstate.edu
Skills Lab	391.2911
Skills Lab Fax Number	391.2448

INTRODUCTION

The Shelton State Community College (SSCC) Nursing Program operates within the policies of the College. 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 *SSCC 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 SSCC Nursing Program.

Students are required to obtain and/or have access to a copy of the *SSCC Nursing Program Student Handbook* on admission to the program. Students are responsible for knowing and abiding by the information presented in the *SSCC 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.

NONDISCRIMINATION STATEMENT

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. Important information about the educational debt, earnings, and completion rates of students attending programs can be found at sheltonstate.edu/gainfulemployment.

The SSCC Nursing Program faculty accepts this policy as their own, will consider for admission all qualified applicants without discrimination, and will provide equal educational opportunity to those students accepted in the program.

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's 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 graduate nurses should possess to improve continuously 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 the 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)

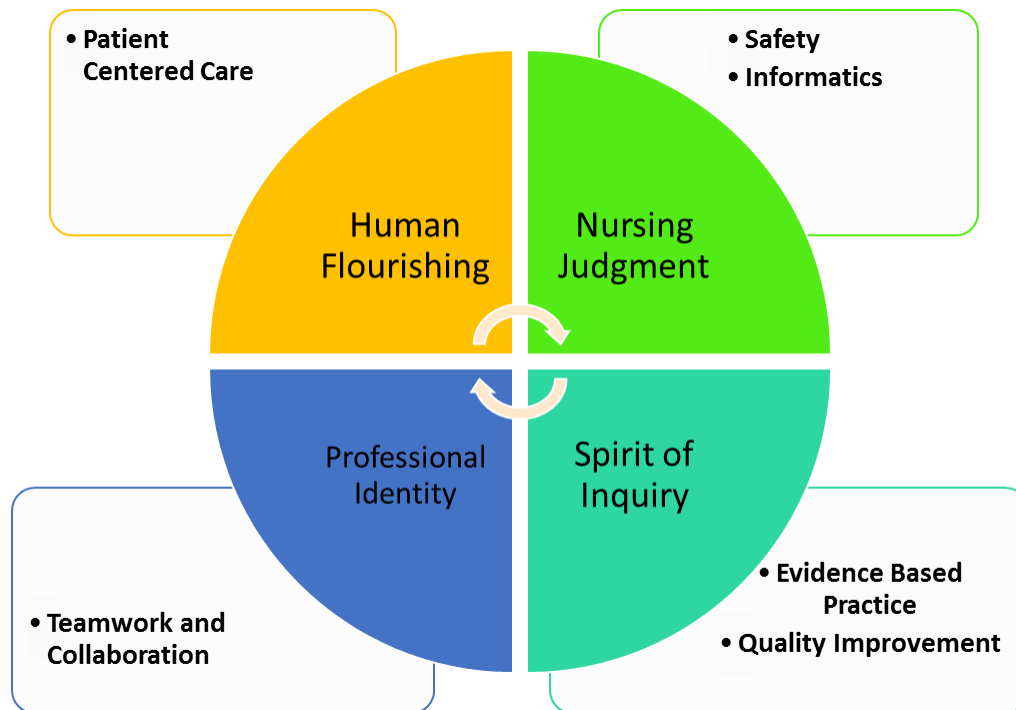
Professional Identity – Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice; caring; advocacy; and safe, quality care for diverse patients within a family and community context. (NLN)

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 improve the quality and safety of healthcare systems continuously. (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 SSCC 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 Hierarchy of Needs is the foundation for the program of learning. According to Abraham 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 licensure exam pass rate will be at least 80% for all first-time test-takers during the same twelve-month period.
2. **Program Completion:** At least 70% of Practical Nursing and 60% of Associate Degree Nursing 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 – seven semesters
 - LPN-RN mobility option with NUR 209 – four semesters
 - LPN-RN mobility option without NUR 209 – three semesters
 - PN Certificate – four semesters
3. **Job Placement:** At least 15% of Practical Nursing and 80% of Associate Degree Nursing graduates are employed in a position for which the SSCC Nursing Program prepared them within one year of graduation.

End-of-Program Student Learning Outcomes

1. **Human Flourishing** – Graduates will advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
 - 1a. **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 the patient's preferences, values, and needs.
2. **Nursing Judgment** – Graduates will 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.
 - 2a. **Safety** – Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
 - 2b. **Informatics** – Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
3. **Professional Identity** – Each graduate will 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.

3a. 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.

4. Spirit of Inquiry – Graduates will 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.

4a. Evidence-Based Practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare. (QSEN def)

4b. 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 def)

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies

- Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
- Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families.
- 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.
- Incorporate information and technology within one's own scope of practice to support safe processes of care.
- Demonstrate the effective use of strategies to reduce the risk of harm to self or others.
- 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 knowledge.
- Function competently within one's own scope of practice as a member of the health care team.
- Collaborate with health care team members to utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status.
- Utilize various sources of information to review outcomes of care, identifying potential areas for improvement of the quality and safety of care.
- Implement evidence-based practice in the provision of individualized health care.

Associate Degree Nursing Level II Student Learning Outcomes/Graduate Competencies

- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs.
- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
- Minimize the risk of harm to patients and providers through both system effectiveness and individual performance.
- Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
- 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.
- Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

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

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 program option from other health programs, for example, paramedic to RN, LPN to RN, veteran LPN/paramedic to RN, and others as determined by the College. Final student selection for either program of study is made by the SSCC 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 SSCC 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

1. Have unconditional admission to the College.
2. Be in good standing with the College.
3. Submit completed application for admission to the SSCC 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.
Have a minimum 2.50 GPA for nursing required academic core courses (BIO 201, BIO 202, BIO 220, MTH 100, ENG 101, PSY 210, SPH 106 or SPH 107, and a Humanities elective). An official SSCC transcript with all transfer credit must be available by the application deadline. **NOTE:** BIO 201 or BIO 202 must have been taken within the last five years.
5. Have a minimum 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.
6. Meet the essential functions for nursing. (See Appendix A.)
7. 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 **July 1st** for spring admission. Applications are completed online and are accepted each year 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. 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, MTH 100 or higher, BIO 201, BIO 202, SPH 106 or SPH 107, PSY 210
NOTE: BIO 201 or BIO 202 must have been taken within the last five years.
 - 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, unencumbered Alabama paramedic license, or equivalent license/credentials for other health professions.

Selection of Applicants

1. **Admission to the Associate Degree Nursing (ADN) 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, ACT score, points for selected courses, and additional points.
3. Applicants are notified by mail of their acceptance or non-acceptance.
4. Students selected for admission to the program are required to attend a mandatory orientation session(s).
5. Applicants not accepted may reapply during the next application period if they meet the admission criteria.

Alabama Community College System Concept Based Curriculum

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 and 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 and 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 the 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 fifth semester.

Associate Degree Nursing (ADN):

Nursing Credits	39	Academic and Nursing Theory Contact Hours	660
Academic Credits	<u>27</u>	Academic and Nursing Lab Contact Hours	255
Total Credits	66	Nursing Clinical Contact Hours	<u>675</u>
		TOTAL PROGRAM CONTACT HOURS	1,590

Practical Nursing (PN):

		Academic and Nursing Theory Contact Hours	480
Academic Credits	20	Academic and Nursing Lab Contact Hours	75
Nursing Credits	<u>25</u>	Nursing Clinical Contact Hours	<u>360</u>
Total Credits	45	TOTAL PROGRAM CONTACT HOURS	915

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 885-1,155

**This course is required for students who want to bridge into the ADN-RN program from other health programs. Examples include Paramedic to RN, LPN to RN, Veteran LPN/Paramedic to RN, and others as determined by the College. After completion of the NUR 209 course, twelve 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 twenty-five credits. LPNs completing the ACCS Standardized Concept Based Curriculum can return for RN completion within two years, 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, and 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.

	<u>Two-Year</u>	<u>Mobility</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, Instruction Fees	9,900 (66 hours*)	6,750.00 (45 hours*)
Books (estimate)	1,950.00	1,950.00
ATI Testing and NCLEX Review Fees	2,250.00	1,350.00
Accident and Liability Insurance	40.00	40.00
Preclinical Screening/Background Check	41.10	41.10
ESS Document Tracking	40.00	20.00
Nurse Pacs	150.00	150.00
NCLEX Application, Licensure, Transactions	303.50	288.50
Subtotal	14,674.60	10,589.60

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

Total Approximate Cost for SSCC Nursing Program **\$15,195.60** **\$11,110.60**

**Additional hours are required if the student must take BIO 103 or NUR 209.*

Tuition/fees are due by 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 Financial Aid Office at or before registration. In the event of non-payment of financial obligations, students are not issued transcripts or allowed to register again until financial obligations are satisfied.

Late Registration

There is no late registration for nursing courses. Late registration is allowed for the academic 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.

Drop/Add Policy

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

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.

SSCC Nursing Program Withdrawal Policy

In addition to the College policies, withdrawal from the SSCC Nursing Program requires the following:

1. Completion of a withdrawal form;
2. A scheduled student exit interview with the Director of the SSCC Nursing Program;
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 SSCC 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 SSCC Nursing 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

Nursing Scholarships

Organizations award several scholarships to nursing students. Applications and information regarding the scholarships will be made available by the Director of the SSCC Nursing Program, posted in the course management system, and included on the SSCC Nursing Program's web page. Several scholarships specific to nursing students are offered through the SSCC Foundation each year. Students should contact the SSCC Scholarship office for these scholarship opportunities. 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 serve as pre-admission academic advisors for prospective nursing students. The nursing faculty serve as academic advisors to students currently enrolled in the SSCC Nursing Program. The Health Services Specialist's office develops a record of all applicants for admission to the SSCC Nursing Program and maintains record information. After admission, student records are maintained by the College's Health Services office.

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 Health Services Specialist at 205.391.2443 for assistance in locating a faculty member.

Claims of Harassment at Clinical Agency

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 SSCC Nursing Program and the Dean of Student Services.

IV. ACADEMIC SUPPORT SERVICES

Nursing Computer Laboratory

The SSCC 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 program. The laboratory offers access to required online testing programs, word processing programs, Internet use, and other applications. Students in the SSCC 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 the SSCC Nursing Program 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. Each semester, students will have a predetermined number of printing copies before a fee is charged. Refer to the College's printing policies.

Outside Library Services

In addition to the College's 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 an annual fee. 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.

V. PROGRAM COMMUNICATION

Lines of 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 Health Services Specialist's office.

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 the SSCC Nursing Program 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 the SSCC Nursing Program, 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 have access to a 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 may be asked to complete College Student Opinion Surveys administered near or at the completion of specific courses, program surveys, and program follow-up surveys within one year 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, SSCC 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

Information specific to the SSCC Nursing Program is posted on the nursing web page, which can be accessed from the College website or by visiting www.sheltonstate.edu/nursing. The course management system (currently Canvas) is used to post general SSCC 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 required to use their SSCC e-mail account to communicate with faculty and staff. It is the policy of the College and of the SSCC Nursing Program that grades will not be e-mailed.

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 SSCC 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 deemed insufficient to protect confidential patient information.

Students are not to make negative, disparaging, or unprofessional remarks about fellow students, instructors, patients, patients' 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 SSCC Nursing Program instructor promptly.

A violation of this policy will result in appropriate disciplinary action up to and including dismissal from the SSCC 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 SSCC 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 nurses' aides, LPNs, or in any other healthcare role while students in the SSCC Nursing Program are not covered by the College's insurance when assuming these roles. Students must not identify themselves as SSCC student nurses when they are working as employees in a clinical agency and any other situation/setting not authorized by the SSCC Nursing Program.

Parking at Clinical Sites

Students are expected to abide by the parking regulations for each of the clinical agencies utilized by the SSCC Nursing Program. A parking permit is required for parking at the Veterans' Administration Medical Center and Bryce Hospital.

Identification Cards

All students enrolled at SSCC are required to have an official student identification (ID) card. 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 Program 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.

Lost and Found

Misplaced or lost items within the SSCC Nursing Program's classrooms or laboratory may be found in the lost and found bin located in the Nursing Skills Lab (Room 2118).

Cell Phones

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 SSCC 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. Penalties may range from a reprimand to dismissal from the SSCC Nursing Program.

Tobacco/Smoking at Clinical Sites

Nursing students will abide by the tobacco/smoking policies of the clinical agency to which they are assigned.

Drug Screen Policy

Any student who enrolls in the SSCC 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 SSCC Nursing Program. The student must abide by the SSCC Nursing Program's Drug Screen Policy and Clinical Agency Policy for which the student is assigned clinical practice, including pre-clinical and random drug screening should the student exhibit behaviors indicative of substance abuse at any time while enrolled in the SSCC 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 SSCC Nursing Program's 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.

VI. 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 institution 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 association 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 Policy/Curriculum Committee

Students are elected by class members to serve as class representatives. These representatives attend selected faculty meetings and also serve on the Nursing Curriculum Committee as needed. This committee provides for the development, implementation, evaluation, and modification of the curriculum and policies as indicated. Student concerns must be put in writing and brought to the committee through their representatives for resolution. The committee meets quarterly or as needed, and membership consists of the nursing faculty, student representatives, and the Director of the SSCC Nursing Program.

VII. ACADEMIC HONORS AND AWARDS

Nursing Awards

Students in the SSCC Nursing Program who are outstanding in academics, clinical performance, leadership, personal qualities, and classmate support are recognized and honored during Honors Day and during the pinning ceremony. Honors Day is held in the spring of each year. Honors awarded in the SSCC Nursing Program are listed below.

Nightingale Award (Traditional ADN and 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 SSCC Nursing Program, 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 the 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 SSCC Nursing Program. The recipient is selected by the nursing faculty with input from the student body.

Outstanding Associate Degree Nursing Student Award (Traditional ADN and 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 in the 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.

VIII. CLASS/CLASSROOM 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. These books are also often listed as required or recommended texts in subsequent courses.

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

In addition to the College's attendance policy, SSCC Nursing Program attendance requirements are as follows.

- A student is considered excessively absent after missing more than two weeks of classes or ten percent 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, unexpected pregnancy related conditions, 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 been excessively absent.
- 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.
- Students who are excessively absent are asked to meet with the Director of the SSCC Nursing Program to develop a possible improvement plan.
- 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 SSCC Nursing Program has “zero tolerance” for disruptive class behavior. Students are expected to demonstrate common courtesy and cooperation in the classroom. Disruptive behavior will be reported to the Associate Dean of Health Services, and appropriate steps will be taken on all such violations. Instructors set the tone and demeanor of their classes. Unauthorized use of cell phones, unsanctioned talking, eating, sleeping, arriving late, leaving early, argumentative discourse, and reading of unrelated materials during a class will be considered rude or disruptive to the learning environment. Students will be asked to leave the classroom if rude or disruptive behavior occurs. Students who are asked to leave the classroom due to behavioral reasons must meet with the faculty member, Director of the SSCC Nursing Program, 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 Director of the SSCC Nursing Program and the Associate Dean of Health Services. Academic Misconduct procedures may be instituted. Penalties 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.).

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, smart devices of any kind, 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 and smart devices 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 Director of the SSCC Nursing Program. 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 materials/subjects.

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 changes 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 booklets are given to the student, then there will be no writing during the review.
 - d) Cell phones or smart devices 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 or 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 SSSC 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 meet the criteria satisfactorily 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. (For example, 78.6 is 78.6.) Only the final grade is rounded. (For example, 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 equals 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 seventy-five percent (75%) grade average on the unit and comprehensive final exam to complete the course successfully. Other grades will be added only after the minimum grade of seventy-five percent (75%) is achieved.

Course Grades That Do Not Affect Academic GPA

W = Withdraw
AU = Audit
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 Admission's Office by the course instructor. Final course grades can be viewed via the Internet by going to the Shelton State web page (www.sheltonstate.edu), accessing your myShelton account, and following instructions on that page. Nursing exam grades are provided to the student within one week of the exam. Exam grades are not publicly posted but accessible via the learning management system.

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 separate accurately 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 the NCLEX.

In courses that integrate high-stakes assessments, a "no pass" or unsatisfactory evaluation may result in "not passing" the course. For example, in NUR 112 Fundamentals Concepts of Nursing, a student may be passing the didactic portion of the course but not be passing the required lab component. Not passing a high-stakes assessment may result in not passing the course.

Examples of high-stakes assessments include lab performance exams and final comprehensive exams. The SSCC Nursing Program is dedicated to promoting student success. Students who do not pass a high-stakes exam are offered remediation opportunities. Students should refer to individual course syllabi regarding high-stakes assessments within specific courses.

Progression Policy

1. In order to progress/continue in the SSCC Nursing Program, the student must achieve the following.
 - 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.
 - 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.
 - Maintain all SSCC Nursing Program health requirements and clinical facilities' health requirements.
 - Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
 - Maintain current CPR at the healthcare provider level.
 - 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.
2. 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 reinstatement to the program.
3. ADN students whose second unsuccessful attempt occurs in NUR 211 or NUR 221 may apply for the Mobility (Health Transition) Program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA and valid, unencumbered Alabama Practical Nursing License.
4. A student may be reinstated to the SSCC Nursing Program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces and/or other program limitations. All SSCC Nursing Program admission standards must be met.

Progression Policy—Withdrawals and Failures

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) a nursing course in the first semester of the SSCC 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 SSCC 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 SSCC Nursing Program courses.

Process for Reinstatement

Reinstatement to the SSCC 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 the SSCC Nursing Program to discuss eligibility for reinstatement.
2. Submit a completed Reinstatement Application (Appendix F) with ACT results and an unofficial copy of the student's transcript, no less than six (6) weeks prior to the beginning of the semester in which the student plans to seek readmission. Students who submit reinstatement requests after the deadline may be considered at the next course availability.
3. Request reinstatement within one year (less than twelve 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, and
 - 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. Do not be reinstated to the SSCC Nursing Program or other nursing program prior to the present request.
11. Do not be 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. Meet minimum admission standards for the SSCC Nursing Program.
2. Possess a grade of "C" or better in all SSCC Nursing Program required courses taken at another institution, and possess a minimum 2.0 cumulative GPA at the time of transfer.
3. Provide a letter of eligibility for progression in previous nursing program from the dean/director of the previous nursing program.
4. Comply with all nursing program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program's required courses for degree/certificate at the accepting institution.
6. Meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Understand that 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 enrolled in a nursing program at an Alabama Community College System institution. It does not apply to students enrolled at other institutions.

Criteria for Transient Status

1. The student must meet minimum admission standards for the nursing program.
2. The student 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. The dean/director of the primary nursing program must provide a letter of eligibility for progression in the primary 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. The student must comply with all program policy requirements at the accepting institution.
7. The student must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of a 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, 115, and required academic courses can 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 progression and graduation requirements.

PN Progression

Students completing NUR 112, 113, 114, and 115 at an institution that offers only the PN program and who wish to transfer to another institution to complete the ADN must meet the requirement for twenty-five percent course completion at the college of graduation. Students who cannot meet the twenty-five percent course requirement must apply for the Mobility Program and take the transition course (NUR 209) to meet the twenty-five percent 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 or 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 seventy-five 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 preapproved** community/campus service projects. Examples include donating/assisting with the blood drive and actively participating 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 who 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.

Course Evaluations

For program improvement, students are expected to complete a student opinion survey at the end of specific semesters. Evaluations of the course, teacher effectiveness, clinical instructor, and clinical agency are included. The evaluations may be completed via paper/pen and/or online, and the students' anonymity is protected.

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.

Skills Lab

Lab Policies for Student Use

The nursing skills laboratory offers an opportunity for students to practice the nursing skills they will need to be successful in the SSCC Nursing Program. It is equipped with complete bedside units, mannequins, models, equipment, and supplies necessary to simulate and practice nursing care skills. Students in the SSCC Nursing Program 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 or 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 twenty-four 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 the SSCC Nursing Program. (See Appendix G5.)
16. Stethoscope earpieces 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 the SSCC Nursing Program only. (NO visitors are permitted.)
21. No eating or drinking is 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 pac for skills lab practice and is responsible for the contents. Nurse pacs are available to purchase through the campus bookstore.

NOTE: CELL PHONES, SMART WATCHES, AND OTHER 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 SSCC Nursing Program Skills Lab Manual located in Room 2118.

IX. HEALTH POLICIES

Student Records Policy

Students who are seeking admission and/or are enrolled in the SSCC Nursing Program are required to submit an application and academic information as well as health, medical, and related information. All information submitted becomes the property of the SSCC 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 SSCC 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 SSCC 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 the SSCC Nursing Program will be sent to the student detailing that until he or she is 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 SSCC Nursing Program are required to submit the following health status documentation and maintain a current status of the following.

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 SSCC Nursing Program, and ability to perform essential functions. (See Appendix A.)
2. Annual negative TB Skin Test, initial two-step, or chest x-ray

3. Vaccinations
 - a. A required annual flu vaccination
 - 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 Basic Life Support (BLS).
5. Change of Health Status Form (Appendix K)
 - a. This form is required for any significant change in health status, such as hospitalization, surgery, pregnancy, 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 the complete policy, Appendix B and Appendix C.)
7. Background screening (Refer to the 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 the complete Exposure Control Plan and Procedure, Appendices 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, childbirth, accident-related injuries, or other severe illness that occurs after admission into the SSCC Nursing Program. The student is to complete the form and have it signed by the licensed physician who has been overseeing his or her care. The student 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 SSCC Nursing Program are responsible for healthcare costs sustained while enrolled in nursing courses. The SSCC 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 thirty 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 or she is diagnosed. All students must comply with this law.

Care of Infectious Respiratory Patients

SSCC Nursing Program 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.

X. CLINICAL/LAB POLICIES

Uniform Policy

The uniform/ID badge provides identification of the SSCC Nursing Program student in the clinical agency. Students should be constantly aware that they represent the SSCC 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 SSCC 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 the SSCC Nursing Program and/or nursing faculty. The designated uniform is purchased during the first semester of the SSCC 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 neatly trimmed beards or moustaches.
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 smart watches will be allowed during clinical experiences. 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 should practice good personal hygiene and grooming.

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-sleeved t-shirts may be worn under the uniform top. The t-shirt should be visible only 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 supplies

Required Clinical Supplies

- Pocket size notebook
- Black or blue ink pen
- Bandage scissors
- Stethoscope
- Watch with second hand (no smart watches)
- Penlight

Professional Attire Guidelines (when not in uniform)

- Before students enter any clinical site, SSCC Nursing Program 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, the following.

Women

- Dress, skirt, dress pants, or khakis (not form fitting)
- Dresses, skirts, 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.
 - b. 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, the following.

- Sweat pants
- Sweat shirts
- Excessively short or tight skirts
- Plain or logo t-shirts
- Leggings
- Pajama bottoms/outfits
- 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 Program 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 Program student but not taking part in an approved, College-related learning experience will face disciplinary action.

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 the 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 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 of skills 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, unexpected pregnancy-related conditions, death in immediate family, or certain legal obligations. Work related, childcare, 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 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 clinical/lab is not acceptable. Tardiness is defined as any arrival after the scheduled clinical/lab start time. Students who arrive within fifteen minutes after the assigned clinical start time will be counted absent for ½ day. Students who arrive later than fifteen minutes after the 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 ten percent 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.

Clinical/Lab Accident and Injury

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 the SSCC Nursing Program. 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 the SSCC Nursing Program, 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 the SSCC Nursing Program.

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, and
 - 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 fifteen-minute break and one thirty-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 or 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.jointcommission.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.

XI. STUDENT CONDUCT

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 SSCC Nursing Program faculty recognize their 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 SSCC Nursing Program faculty also reserve the right to recommend to the Director of the SSCC Nursing Program and/or the Associate Dean of Health Services that a student be terminated from the SSCC Nursing Program or not allowed to progress in the nursing course for reasons of clinical misconduct.

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; and
3. Policies of the College, SSCC 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 SSCC 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; and
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 SSCC 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 the SSCC Nursing Program, describes the situation in writing, and gives a copy to the Director of the SSCC Nursing Program, the student, and the Associate Dean of Health Services.
5. The Director of the SSCC Nursing Program 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 SSCC Nursing Program courses successfully. The student must receive a summative evaluation of "Satisfactory" in order to complete each course successfully 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 complete basic critical skills assessments successfully 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.

XII. 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 pass each exam successfully. 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 Ceremonies

Shelton State Community College conducts formal graduation ceremonies 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 SSCC Nursing Program have the option of participating in the Nursing Pinning Ceremony. The ceremony is a symbolic event serving as a transitional step signaling the end of the training period as a student and the beginning of a career as a professional. 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 SSCC Nursing Program administration and faculty.

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

The National Council Licensure Examinations (NCLEX-PN and 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 thirty days of graduation. The Board of Nursing must review applications and authorize candidacy before the graduate can schedule to sit for the NCLEX. Applications to sit for the NCLEX 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 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 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 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 or 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).

XIII. 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, and/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 compromise the safety of the patient unduly.

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.

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.

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

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.

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.

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

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.

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.

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.

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 rates, graduate satisfaction, and employer satisfaction).

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).

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).

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 Community College (SSCC) 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 SSCC Nursing Program with or without reasonable accommodations. The SSCC Nursing Program and/or its affiliated clinical agencies may identify additional essential functions. The SSCC Nursing Program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the SSCC 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 SSCC 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 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 clients, self, or others. g) Stand, bend, walk, and/or sit for six to twelve hours in a clinical setting performing physical activities that require energy without jeopardizing the safety of clients, 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) Do 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 six to twelve 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.
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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 alter substantially 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 SSCC 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: _____ myShelton Username: _____

(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 PROGRAM
STUDENT DRUG SCREEN POLICY**

Any student who enrolls in the Shelton State Community College (SSCC) 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 SSCC 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 suspicion screening.

I. PRE-CLINICAL SCREENING

1. All students will receive notice of the drug screening guidelines prior to admission to the SSCC Nursing Program.
2. The SSCC 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 \$28.60 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 twenty-four hours of that date and/or provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result on the Ten (10) 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 the SSCC Nursing Program.
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 SSCC 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 the SSCC Nursing Program 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; and

5. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the SSCC 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 \$28.60 screening fee prior to the time of specimen collection.
 2. Students must submit a photo ID and a 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 a 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 ten (10) classes of drugs:
 - a. Amphetamines
 - b. Barbiturates
 - c. Benzodiazepines
 - d. Cocaine
 - e. THC
 - f. Metaxalone
 - g. Methdone
 - h. Opiates
 - i. Phencyclidine
 - j. 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 the SSCC Nursing Program.

V. CONFIDENTIALITY

The Director of the SSCC Nursing Program 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 the SSCC Nursing Program.
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 the SSCC Nursing Program. 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 the SSCC Nursing Program, then the student's next step is to present documentation to the Associate Dean of Health Services who will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Associate Dean of Health Services, then the student should make an appointment with the Dean of Students.

VII. READMISSION

To be considered for readmission, students who withdraw from the SSCC Nursing Program due to positive drug screens must complete the following;

1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program; and
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 which the College contracts for clinical experience, whether it is pre-clinical drug screening, random drug screen, or reasonable suspicion screening.

Some of the ten 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 ten 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

Reviewed October 2018

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
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 (SSCC) 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 SSCC 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 SSCC Nursing Program.
4. I have received a copy of the SSCC 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 SSCC Nursing Program.
6. I further understand that my continued participation in the SSCC Nursing Program is conditional upon satisfactorily meeting the requirements of the clinical agencies providing clinical rotations for the SSCC Nursing Program.

Student Signature

Witness Signature

Student Printed Name

Witness Printed Name

Date

Date

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. Important information about the educational debt, earnings, and completion rates of students attending programs can be found at sheltonstate.edu/gainfulemployment.

May 2002
Reviewed April 2013
Revised May 2016
Revised October 2018

**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 (SSCC) Health Programs (Nursing and Respiratory Therapy) contract for clinical experiences. These policies may include a pre-clinical background screening. Fees for all background screenings 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 \$17.50 (or fee in effect at the time of screening) for the background screening 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 the SSCC Nursing Program 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 the SSCC Nursing Program 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 the following.

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
Reviewed October 2018

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

Date: _____

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
REINSTATEMENT APPLICATION**

Name: _____ myShelton Username: _____

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: _____ Two-Year ADN 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 SSCC Nursing Program during _____.
(Semester) (Year)

My reason(s) for leaving the SSCC Nursing Program included the following.

I request reinstatement for the following reason(s).

By signing this document, I am indicating the following.

I understand that this form and a copy of my current transcript(s) must be received in the office of the Director of the SSCC Nursing Program 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 SSCC Nursing Program. (Please see reinstatement policies in the *SSCC Nursing Program’s 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 the SSCC Nursing Program
Shelton State Community College
9500 Old Greensboro Road
Box 112
Tuscaloosa, AL 35405

Comments: Office Use Only

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. Important information about the educational debt, earnings, and completion rates of students attending programs can be found at sheltonstate.edu/gainfulemployment.

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
REINSTATEMENT POLICY**

Student Name: _____ **myShelton Username:** _____

_____ Two-Year Associate Degree Nursing Program

_____ Mobility Practical Nursing to Associate Degree Nursing Program

The very nature of the profession requires that the nursing student must have a firm grasp of previously learned and updated materials, which 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 SSCC 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 SSCC 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 the SSCC 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 plan 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 SSCC Nursing Program must register the intent with the nursing department by submitting an Application for Reinstatement Letter (Appendix D) and completing the appropriate reinstatement checklist. (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 SSCC 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 SSCC 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 SSCC 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 SSCC Nursing Program (due to clinical failure or disciplinary reasons)

III. Validation (Psychomotor) for the SSCC Nursing Program

- A. Those students who have been out of the clinical setting for one semester or more may be required to validate the following skills, depending upon course placement in the program.
 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 pass the skill successfully. 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 reinstatement may be denied. If the student is successful in the psychomotor competency testing, he or she will receive the clinical passport.

IV. Validation (Cognitive/Knowledge/Academic Content)

- A. Cognitive/knowledge/academic content must be successfully validated for each nursing course previously taken. A 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 and 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, flu vaccination [when applicable] 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 <i>SSCC Nursing Program Student Handbook/Policies</i> .	_____	_____	_____	_____
Student has signed reinstatement contract/conditions of reinstatement (if applicable).	_____	_____	_____	_____

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

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

All students entering the SSCC Nursing Program 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 time frame of the SSCC 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 SSCC 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
HEPATITIS B VACCINE INFORMATION STATEMENT

VACCINE INFORMATION STATEMENT

Hepatitis B Vaccine

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/via

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/via

1 Why get vaccinated?

Hepatitis B is a serious disease that affects the liver. It is caused by the hepatitis B virus. Hepatitis B can cause mild illness lasting a few weeks, or it can lead to a serious, lifelong illness.

Hepatitis B virus infection can be either acute or chronic.

Acute hepatitis B virus infection is a short-term illness that occurs within the first 6 months after someone is exposed to the hepatitis B virus. This can lead to:

- fever, fatigue, loss of appetite, nausea, and/or vomiting
- jaundice (yellow skin or eyes, dark urine, clay-colored bowel movements)
- pain in muscles, joints, and stomach

Chronic hepatitis B virus infection is a long-term illness that occurs when the hepatitis B virus remains in a person's body. Most people who go on to develop chronic hepatitis B do not have symptoms, but it is still very serious and can lead to:

- liver damage (cirrhosis)
- liver cancer
- death

Chronically-infected people can spread hepatitis B virus to others, even if they do not feel or look sick themselves. Up to 1.4 million people in the United States may have chronic hepatitis B infection. About 90% of infants who get hepatitis B become chronically infected and about 1 out of 4 of them dies.

Hepatitis B is spread when blood, semen, or other body fluid infected with the Hepatitis B virus enters the body of a person who is not infected. People can become infected with the virus through:

- Birth (a baby whose mother is infected can be infected at or after birth)
- Sharing items such as razors or toothbrushes with an infected person
- Contact with the blood or open sores of an infected person
- Sex with an infected partner
- Sharing needles, syringes, or other drug-injection equipment
- Exposure to blood from needlesticks or other sharp instruments

Each year about 2,000 people in the United States die from hepatitis B-related liver disease.

Hepatitis B vaccine can prevent hepatitis B and its consequences, including liver cancer and cirrhosis.

2 Hepatitis B vaccine

Hepatitis B vaccine is made from parts of the hepatitis B virus. It cannot cause hepatitis B infection. The vaccine is usually given as 3 or 4 shots over a 6-month period.

Infants should get their first dose of hepatitis B vaccine at birth and will usually complete the series at 6 months of age.

All **children and adolescents** younger than 19 years of age who have not yet gotten the vaccine should also be vaccinated.

Hepatitis B vaccine is recommended for unvaccinated **adults** who are at risk for hepatitis B virus infection, including:

- People whose sex partners have hepatitis B
- Sexually active persons who are not in a long-term monogamous relationship
- Persons seeking evaluation or treatment for a sexually transmitted disease
- Men who have sexual contact with other men
- People who share needles, syringes, or other drug-injection equipment
- People who have household contact with someone infected with the hepatitis B virus
- Health care and public safety workers at risk for exposure to blood or body fluids
- Residents and staff of facilities for developmentally disabled persons
- Persons in correctional facilities
- Victims of sexual assault or abuse
- Travelers to regions with increased rates of hepatitis B
- People with chronic liver disease, kidney disease, HIV infection, or diabetes
- Anyone who wants to be protected from hepatitis B

There are no known risks to getting hepatitis B vaccine at the same time as other vaccines.



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

3 Some people should not get this vaccine

Tell the person who is giving the vaccine:

- **If the person getting the vaccine has any severe, life-threatening allergies.**
If you ever had a life-threatening allergic reaction after a dose of hepatitis B vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Ask your health care provider if you want information about vaccine components.
- **If the person getting the vaccine is not feeling well.**
If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.

4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of side effects. These are usually mild and go away on their own, but serious reactions are also possible.

Most people who get hepatitis B vaccine do not have any problems with it.

Minor problems following hepatitis B vaccine include:

- soreness where the shot was given
- temperature of 99.9°F or higher

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

Your doctor can tell you more about these reactions.

Other problems that could happen after this vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting and injuries caused by a fall. Tell your provider if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get shoulder pain that can be more severe and longer-lasting than the more routine soreness that can follow injections. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

5 What if there is a serious problem?

What should I look for?

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

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 to the nearest hospital. Otherwise, call your clinic.

Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should 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 does not give medical advice.

6 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 website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- 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 website at www.cdc.gov/vaccines

Vaccine Information Statement Hepatitis B Vaccine

7/20/2016

42 U.S.C. § 300aa-26

Office Use Only



**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
Verification of HBV Vaccinations**

Verification of HBV Vaccination #1	
Student Name:	Student S#
Has received the first (#1) in a series of three (3) vaccination for hepatitis B on this date:	The next vaccination in the series is due on:
Physician/Health Care Provider Name (print):	
Physician/Health Care Provider Signature:	
Physician/Health Care Provider's Street Address: City, State, Zip:	

Verification of HBV Vaccination #2	
Student Name:	Student S#
Has received the second (#2) in a series of three (3) vaccination for hepatitis B on this date:	The next vaccination in the series is due on:
Physician/Health Care Provider Name (print):	
Physician/Health Care Provider Signature:	
Physician/Health Care Provider's Street Address: City, State, Zip:	

Verification of HBV Vaccination #3	
Student Name:	Student S#
Has received the third (#3) in a series of three (3) vaccination for hepatitis B on this date:	The next vaccination in the series is due on:
Physician/Health Care Provider Name (print):	
Physician/Health Care Provider Signature:	
Physician/Health Care Provider's Street Address: City, State, Zip:	

Verification of TITER	
Student Name:	Student S#
Hepatitis B Titer Results:	Titer Date:
Hepatitis B booster (If Titer is less than 10 mIU/mL) Date:	
Physician/Health Care Provider Name (print):	
Physician/Health Care Provider Signature:	
Physician/Health Care Provider's Street Address: City, State, Zip:	

NOTE: If the Titer is greater than 10 mIU/ml at time of admission into the Nursing Program, verification of Hep B #1, #2, and #3 are NOT required.

SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
Change of Health Status Form

Any change in health status while enrolled in the SSCC Nursing Program must be reported to the course coordinator, clinical instructor, and the Director of the SSCC Nursing Program. Medical clearance from the healthcare provider that is treating the condition that caused the change in health status is required for the student 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 *SSCC Nursing Program Student Handbook*.) It is the right of the course coordinator, clinical instructor, and/or Director of the SSCC Nursing Program 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:
myShelton Username:	Date of Birth:	Gender:
Mailing Address:	City, State:	Zip Code:
Email:	Home Phone:	Cell Phone:
Emergency Contact:		Phone Number:
Describe the change in health status.		
Are you taking any medications? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, then list the medication (name, dosage and frequency).		

I understand it is my responsibility throughout the program of study to inform my course coordinator, the Director of the SSCC Nursing Program, 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 SSCC 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 SSCC 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 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 SSCC Nursing Program 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 SSCC 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 the SSCC Nursing Program. (See Appendix F3.) Vaccination status of all students will be maintained on file in the nursing office.

After Admission into the SSCC 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 Program's 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 Program's 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 the 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 the utilization of protective equipment following the 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 the SSCC Nursing Program 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 the SSCC 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 that 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, dustpan, 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 SSCC Nursing Program. (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 the SSCC Nursing Program.
 - c. A copy of the Student Exposure Incident Form will be made available to the Alabama Department of Postsecondary Education by the Director of the SSCC Nursing Program 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 SSCC 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 both the student and the clinical instructor. This report should be submitted as soon as feasible to the Director of the SSCC Nursing Program. 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 the SSCC Nursing Program 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 the SSCC Nursing Program:
 - 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 the SSCC Nursing Program by the student.
9. Documentation of the follow-up of care will be noted on the Exposure Incident Report.

Reviewed October 2018

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

Student Name

myShelton Username

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

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 the 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 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 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, and
2. OSHA Regulations on Blood-borne Pathogens.

I have received and been directed to read the *SSCC 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 October 2018

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT EXPOSURE INCIDENT REPORT**

Name: _____ myShelton Username: _____

Student Phone Number: _____ E-mail: _____

Course Name and 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 the exposure incident.

Briefly describe the 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 the SSCC Nursing Program Signature

Date

Reviewed April 2013
Revised May 2016
Reviewed October 2018

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT INCIDENT REPORT**

Name: _____ myShelton Username: _____

Student Phone Number: _____ E-mail: _____

Course Name and 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 the incident.

Briefly describe the 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 the SSCC Nursing Program Signature

Date

July 2016

**SHELTON STATE COMMUNITY COLLEGE
NURSING PROGRAM
ANECDOTAL NOTES**

DATE: _____

STUDENT NAME: _____ **MYSHELTON USERNAME:** _____

COURSE NAME AND NUMBER: _____

COMMENTS:

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Director of the SSCC Nursing Program Signature: _____ **Date:** _____

Revised 2009
Reviewed April 2013
Revised May 2016

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
Reviewed October 2018

**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-REMEDIATION 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. Students who fail 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 responses. _____	I did not read all responses carefully. _____
	I did not have time to study. _____

Other: _____

Do these impressions differ from past experiences? _____ Yes _____ No

POST-TEST SELF-ASSESSMENT

Describe your usual study schedule/routine.

Describe how you prepared 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: _____

Revised May 2016
Reviewed October 2018