

WSCC

Wallace State Community College

Department of Nursing Education

**Student Handbook
2011 - 2012**



Dear Student:

We would like to take this opportunity to welcome you to the Department of Nursing Education. You have chosen one of the most fulfilling yet challenging professions available today. Requiring a personal commitment to the care of the sick and the promotion of health, nursing is a rewarding career choice for both men and women.

The faculty with which you will work are well qualified in educational preparation and clinical experience. We are here to facilitate your learning and provide you the opportunity to grow as a person, as a citizen, and as a health care practitioner. The mission statement of the nursing department reflects our commitment to you as a nursing student as well as to those whose lives you will impact:

“The mission of the Wallace State Department of Nursing is to promote standards of excellence in nursing education through student-centered learning while emphasizing integrity, compassion, resourcefulness, and diversity. The Department of Nursing will produce graduates who are dedicated and exceptional healthcare providers committed to transforming the lives of patients, families, and the community.”

In closing, let me welcome you to Wallace State Community College and the Department of Nursing Education. I wish you continued success in the pursuit of your educational goals.

Sincerely,

Deborah S. Hoover, MSN, CRNP
Program Director

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Purpose of Handbook

It is the official policy of the Alabama State Department of Education and Wallace State Community College that no person shall, on the basis of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity or employment.

Introduction

The purpose of this handbook is to acquaint you with the Wallace State Community College Department of Nursing Education (DNE). It outlines the policies, standards, and regulations by which you must abide as a nursing student. It defines your rights and responsibilities as a student as well as those of the faculty and staff.

The student handbook supports the policies of WSCC as stated in the college catalog in addition to informing students of policies specific to the DNE. Students in the DNE are responsible for observing all rules and regulations as stated in this handbook.

The faculty believes that students should receive consistent and equitable treatment throughout the nursing program. This handbook seeks to ensure such treatment.

Any revisions or addendums to this handbook will be publicized for students and will become effective at the time of posting.

Alabama Board of Nursing (ABN) Requirements

The Alabama Nurse Practice Act is the legislation which governs the practice of nursing. There are certain ethical standards which cannot be breached by either students or practicing nurses. The following excerpt is from the Nurse Practice Act and provides the foundation for certain professional objectives to which students and practitioners of nursing are held accountable.

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse. Failure to comply may be cause for permanent dismissal from the program in nursing or denial of license to practice as a nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

The Alabama Board of Nursing may deem any of the following to be grounds for denial or revocation of a license to practice nursing: (a) False representation of facts on the application for licensure (b) the use of drugs or substances to the extent that the nurse is in need of medical/psychiatric care (c) is guilty of unprofessional conduct which may defraud, deceive or injure the public, including but not limited to performing acts beyond the nursing scope of practice, misappropriating drugs, supplies, or equipment of the patient or employer, practicing under the influence of narcotic drugs, alcohol or other judgment impairing substances, gross negligence in nursing practice, willful harassment or abandonment of a patient, having a nursing license denied, revoked, suspended or put on probation from another state or having been court-marshaled by any branch of the United States Military, or having been convicted of a federal or state law relating to controlled substances.

Adapted from the Alabama Board of Nursing Administrative Code, 2010.

Students must be aware of the regulatory functions of the Alabama Board of Nursing (ABN). Graduation from an approved school of nursing such as WSCC allows the student to apply to write the licensure examination (NCLEX-RN/PN). Approval to write the examination is conferred or denied by the ABN after review of the graduate's application. This application includes the following questions:

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?

Alabama Board of Nursing Requirements (Continued)

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3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides “Honorable” and/or court-martialed you?

A “yes” answer will not necessarily prevent you from eligibility but will require submission of an explanation accompanied by certified documents.

Students are required to acknowledge to the Director of the Nursing Education Department any circumstances which will require a “YES” answer to any of the above listed questions. If the incident occurred prior to admission to the program, it must be acknowledged at the time of admission. Any additional incidents should be reported immediately but are required to be reported within 72 hours of occurrence. Failure to do so may be deemed to be a breach of academic integrity. All disclosures are held in confidence between the director and the student.

Omnibus Reconciliation Act

The Omnibus Reconciliation Act is legislation which pertains to any health care agency which receives Medicare/Medicaid funding. As part of this legislation, the Abusive Caregiver List is maintained by the State Department of Public Health in order to preserve the safety of patients in health care agencies. If your name is in the Abusive Caregiver List then you are ineligible to provide care in any of these agencies. This may severely limit your assignment as a student, which can result in an inability to meet course objectives and/or a decision by the ABN that the graduate is ineligible to write the NCLEX-RN or NCLEX-PN.

Infected Health Care Worker Act

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The Infected Health Care Worker Act (Public Law 102-141) requires any health care worker infected with HIV (human immunodeficiency virus) or HBV (hepatitis) to acknowledge this status to the State Public Health Officer, or his designee. Please read Addendum A for the full criteria for compliance.

The Philosophy of Nursing Programs The Alabama College Systems

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

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

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

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

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

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

Accepted February, 2005

Threads Integrated Throughout the Nursing Curriculum

1. Critical Thinking
2. Communication

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3. Nutrition
4. Pharmacology
5. Cultural Diversity
6. Lifespan
7. Pathophysiology
8. Technology
9. Teaching/ Learning
10. Legal/ Ethical
11. Roles of the Nurse

ORGANIZING FRAMEWORK

The organizing framework of The Alabama College System nursing programs is conceptualized as follows:

The umbrella represents a diagrammatic scheme of the nursing programs' organizing framework. In order for an umbrella to function properly, it must be unfurled, have all its parts connected and its fabric intact. The nursing faculty visualizes the organizing framework in a similar manner. The philosophy serves as the handle of the umbrella and is used to unfurl the curriculum. The organizing framework is composed of four major concepts: nursing, nursing process, human needs and the health-illness continuum. These four concepts are depicted by the horizontal bands on the umbrella. The eleven ribs on the umbrella represent the eleven curriculum threads. These threads are based on the philosophy and the four major concepts and connect the fabric of the curriculum to the pinnacle of the umbrella which represents the program outcomes.

Accepted February, 2005

STANDARD ASSOCIATE DEGREE NURSE CURRICULUM

First Term

*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam

Course	Theory	Lab	Clinical	Credit	Contact
Intermediate College Algebra MTH 100	3			3	3
Human Anatomy and Physiology I *BIO 201	3	1		4	5
Fundamentals of Nursing NUR 102	3	2	1	6	12
Health Assessment NUR 103		1		1	3
Introduction to Pharmacology NUR 104		1		1	3
Term Total	9	5	1	15	26

Second Term

Course	Theory	Lab	Clinical	Credit	Contact
English ENG 101	3			3	3
Human Anatomy and Physiology II BIO 202	3	1		4	5
Adult Nursing NUR 105	5	1	2	8	14
Maternal and Child Nursing NUR 106	4		1	5	7
Term Total	15	2	3	20	29

Third Term

Course	Theory	Lab	Clinical	Credit	Contact
Psychology PSY 200	3			3	3
Microbiology BIO 220	2	2		4	6
Nursing Through the Lifespan I NUR 201	3		2	5	9
Term Total	8	2	2	12	18

STANDARD ASSOCIATE DEGREE NURSE CURRICULUM (CONTINUED)

Fourth Term

Course	Theory	Lab	Clinical	Credit	Contact
Speech SPH 106 or SPH 107	3			3	3
Human Growth and Development PSY 210	3			3	3
Nursing Through the Lifespan II NUR 202	3		3	6	12
Term Total	9		3	12	18

Fifth Term

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective – Code A class	3			3	3
Nursing Through the Lifespan III NUR 203	4		2	6	10
Role Transition for the Registered Nurse NUR 204 (Preceptor 5:1)	2		2	4	8
Term Totals	9		4	13	21

Program Totals:

Total Credit Hours: 72 Hours

Total Contact Hours: 1710 (114 X 15)

General Education: 30 Hours (41.7%)

Nursing Hours: 42 Hours (58.3%)

Standard Practical Nurse Curriculum

First Term

*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam

Course	Theory	Lab	Clinical	Credit	Contact
Mathematical Applications MTH 116 or Higher Level	3	-	-	3	3
Human Anatomy and Physiology 1 *BIO 201	3	1	-	4	5
Fundamentals of Nursing NUR 102	3	2	1	6	12
Health Assessment NUR 103	-	1	-	1	3
Introduction to Pharmacology NUR 104	-	1	-	1	3
Term Total	10	4	1	15	25

Second Term

Course	Theory	Lab	Clinical	Credit	Contact
English ENG 101	3	-	-	3	3
Human Anatomy and Physiology II BIO 202	3	1	-	4	5
Adult Nursing NUR 105	5	1	2	8	14
Maternal and Child Nursing NUR 106	4	-	1	5	7
Term Total	12	1	3	16	24

Note: PN students must complete BIO 201 and 202 by the conclusion of the second term.

Third Term

Course	Theory	Lab	Clinical	Credit	Contact
Adult/Child Nursing NUR 107	5	-	3	8	14
Psychosocial Nursing NUR 108	2	-	1	3	5
Role Transition for the Practical Nurse NUR 109	2	1	-	3	5
Term Total	9	1	4	14	24

Program Totals:

Total Credit Hours: 45 Hours

Total Contact Hours: 1095 Hours (73 X 15)

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MOBILITY LPN TO ASSOCIATE DEGREE NURSE CURRICULUM

Prerequisite Courses:

- BIO 103 or Satisfactory Performance on ACCS approved placement exam
- MTH 100 (Intermediate College Algebra) (3 credit hours)
- BIO 201 Human Anatomy and Physiology I (4 credit hours)
- BIO 202 Human Anatomy and Physiology II (4 credit hours)
- ENG 101 English Composition (3 credit hours)
- NUR 200 Nursing Career Mobility Assessment (6 credit hours)

For LPN graduates of greater than two years or from any school not a part of the ACCS system

Total Prerequisites: 20 credit hours

Third Term

Course	Theory	Lab	Clinical	Credit	Contact
Psychology PSY 200	3	-	-	3	3
Microbiology BIO 220	2	2	-	4	6
Nursing Through the Lifespan I NUR 201	3	-	2	5	9
Term Totals	8	2	2	12	18

Fourth Term

Course	Theory	Lab	Clinical	Credit	Contact
Speech SPH 106 or SPH 107	3	-	-	3	3
Human Growth and Dev PSY 210	3	-	-	3	3
Nursing Through the Lifespan II NUR 202	3	-	3	6	12
Term Totals	9	-	3	12	18

Fifth Term

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective	3	-	-	3	3
Nursing Through the Lifespan III NUR 203	4	-	2	6	10
Role Transition for the Registered Nurse NUR 204 (Preceptor 3:1)	2	-	2	4	8
Term Totals	9	-	4	13	21

Program Totals:

Total Credit Hours: 57
Total Contact Hours: 855 (57x15)

Nursing Hours: 27

General Education: 30

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GLOSSARY OF TERMS

Level I (ADN)	The following courses are considered Level I: NUR 102, 103, 104, 105, and 106 and required academic courses. NUR 200 may be required for mobility students in place of the nursing courses.
Level II (ADN)	The following courses are considered Level II: NUR 201, 202, 203, 204 and required academic courses.
Practical Nursing	Constitutes those students enrolled in the Practical Nursing program. Required courses include NUR 102, 103, 104, 105, 106, 107, 108, 109; and required academic courses
Campus Laboratory	A laboratory experience on campus which provides the student with simulated practice for selected nursing skills.
Clinical Agency	A facility which provides the student with required or supplemental clinical experiences with clients across the lifespan.
Evaluation	A method used to determine the degree of progress a student has achieved.
Satisfactory Evaluation	Fulfillment of clinical objectives at the expected level of performance as specified in the clinical evaluation criteria.
Unsatisfactory Evaluation	Failure to fulfill the clinical objectives at the expected level of performance as specified in the clinical evaluation criteria.
Clinical Warning	A documented statement of inadequate progress toward fulfillment of clinical objectives.
Academic Integrity	Mature behavior patterns that demonstrate a positive attitude and conduct above reproach.
Course Failure	Lack of demonstration of expected academic and/or clinical behaviors as defined by individual course requirements.
Fit for Duty	A statement by an approved health care provider that a student meets the Essential Functions and may engage in theoretical and/or clinical activities without undue restrictions which may interfere with the ability to meet course requirements.
Approved Health Care Provider	A licensed physician, physician assistant or Certified Registered Nurse Practitioner (CRNP)
Shall/Will/Must	A requirement
Should/Ought	A recommendation
DNE	Department of Nursing Education

DEPARTMENT OF NURSING EDUCATION REQUIREMENTS

Physical Examination/Immunizations

- A. An annual physical examination is required for all students in the DNE. A copy of the exam will be kept on file in the student's record in the nursing office and will not be returned to student.
- B. All students are required to submit proof of required immunizations or screening tests. These include, but may not be limited to: TB skin test (Mantoux type) or Chest x-ray; Chicken Pox (Titer); Measles, Mumps, Rubella (MMR); Tetanus; Hepatitis Series (or waiver signed). A two-step TB skin test is required for any individual who has not received a TB skin test within the previous year. Proof consists of dated evidence of having received the appropriate vaccine or a titer which establishes immunity signed by the health care provider.
- C. Students WILL NOT BE permitted in the clinical laboratory or agency without a current physical examination and proof of immunizations on file.
- D. In the event of, but not limited to such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury or surgery the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery.
- E. The DNE reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate.
- F. The DNE complies with the Americans with Disabilities Act as adopted March 28, 1994, as well as Public Law 102-141 (the Infected Health Care Worker Act). See Addendum A.

Insurance

- A. Students enrolled in nursing must have liability (malpractice) and accident insurance each semester. The insurance cost is paid with semester registration fees.
- B. Students are required to have medical insurance. Most health care agencies require students to have medical insurance in order to affiliate with the agency. Students must submit proof of health insurance prior to beginning a nursing course.
- C. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student. The required school accident insurance policy WILL NOT cover all of this expense. Students are responsible for any costs not covered by this policy.
- D. Students are required to immediately notify the DNE of any changes in insurance status.

CPR All students must provide documentation of CPR (BLS Health Care Provider by AHA) or (Professional Rescuer by the Red Cross) annually until the program is completed. Appropriate documentation of certification from an acute care agency in which the student is employed is accepted. Wallace State Community College may also provide the opportunity for certification through enrollment in EMS 100. Dates and deadlines will be available at the initial nursing orientation.

Drug Testing

All students in the nursing programs are required to submit to annual, random, and/or for-cause drug testing. Drug testing is at the student's expense (fee is attached with tuition payment each semester). Refusal to submit to testing when required will be considered cause for dismissal from the program in nursing.

Please refer to the full Drug Testing Policy in Addendum B.

Background Checks

- A. All nursing students are required to complete a background check prior to the first semester of enrollment. Result other than *Clear* will void nursing acceptance.
- B. Students in the program are required to submit a background check update annually.
- C. Mobility (LPN to ADN) must submit a background check prior to enrollment in NUR 200 or NUR 201.
- D. Background checks must be done through the college approved vendor.
- E. All background checks or updates are at the student's expense.
- F. Clinical agencies have the right to refuse placement of clinical students based on background check results.

Please refer to the full Background Check Policy in Addendum C.

Photo Identification

- A. All students are required to have a photo identification badge to utilize clinical agencies.
- B. Photo IDs will be scheduled by the faculty during the first nursing course.
- C. The student may be responsible for the cost of the photo ID and any replacement.
- D. Students may be dismissed for the day from the clinical experience and sustain a "U" (Unsatisfactory) on the clinical evaluation tool if he/she does not have the ID badge in full site while in the clinical agency.
- E. Students are encouraged to wear WSCC Nursing ID badge to all classes/labs and college activities.
- F. Students are required to wear WSCC Nursing ID badge to all testing locations.

Standardized Testing Fees

Completion and passage of standardized exams are a requirement for progression within specified nursing courses. These exams are at the student's expense (fees are attached with tuition payment each semester).

Sexual Harassment

- A. No form of sexual harassment will be tolerated.
- B. Sexual harassment detracts from and interferes with the maintenance and enhancement of a favorable learning environment. As a result, sexual harassment unreasonably interferes with the victim's educational process by producing an intimidating, hostile or offensive educational environment.
- C. Students are encouraged to discuss any concerns about sexual harassment with the faculty.
- D. All claims of possible sexual harassment will be investigated as required by law.
- E. Appropriate corrective action will be taken in accordance with Wallace State Community College and/or agency policy.

Learning Environment

The College assumes that its students are adults with mature behaviors and conduct. Behaviors and/or attire which interfere with the learning environment for other students will not be tolerated. This includes but is not limited to talking during class presentations, lecture, and/or videos to the extent that it interferes with others' ability to hear the content; habitual tardiness or leaving class during class time; or other behaviors which detract from, disrupt, or obstruct learning. Offenders will be counseled and may be asked to leave class or report to the Vice-President of Students if behaviors persist. Students who arrive more than 10 minutes after the beginning of class may be required to wait for admittance until the instructor calls for a break in class presentation.

Wallace State Community College policy states: "Cell phones and other electronic communication devices are prohibited during class/lab/testing. An emergency situation should be approved by the instructor before class. Violators will be subject to disciplinary action."

Additionally, any form of violence whether verbal and/or physical, will not be tolerated. Campus security will be notified immediately and violator(s) will be removed from premises. Violators may be subject to legal action as well as suspension/expulsion from Wallace State according to campus policy.

Professional Appearance

- A. The Wallace State Community College official school uniform consists of:
 - 1. Scrub uniforms purchased through the official WSCC vendor and a white lab coat. *Students must purchase uniforms through the official WSCC vendor.
 - 2. Any shirt worn under the scrubs must be white and without logos.
 - 3. School patch must be on left sleeve of lab coat and on the upper left side of scrub top.
 - 4. Plain white, brown, or black duty shoes are required (no clogs, clog-like shoes, open-toed or shoes without a back). Sock color must coordinate with shoe color.
 - 5. Photo ID name badge (worn on front of scrub top) with picture visible.
 - 6. Items required for every clinical: Stethoscope, black ink pen, pen light, bandage scissors, calculator, and wrist watch that records time in seconds.
- B. The only exception to the approved school uniform is for pregnancy. The student must have the maternity uniform approved by the DNE prior to wearing it during clinical experiences. WSCC patch must be worn on left chest of maternity uniform.

Professional Appearance (Continued)

- C. Students will not be permitted in the clinical area unless they are in complete uniform. Any exceptions are at the discretion of the instructor, i.e. special experiences, psych clinical, at agency to obtain assignment.
- D. School uniforms are worn **only** when functioning in the role of a WSCC student nurse.
School uniforms may NOT be worn for any employment situation.
- E. Personal Appearance for Class and Clinical Attendance (All Students)
 - 1. Good personal hygiene is required.
 - 2. Nails must be short and clean.
 - 3. Perfumes, colognes, perfumed body lotions, or after shave may NOT be worn while in uniform/scrubs.
 - 4. Uniform/scrubs must be neat, clean, in good repair without stains or wrinkles.
 - 5. Shoes and shoe strings must be clean.
 - 6. When permitted to wear street clothes, students are expected to utilize good taste. Clothing such as tee shirts with logos, jeans, tight, low-cut, or revealing clothing, athletic shoes or high heels are all considered inappropriate and unacceptable in the professional role. When in doubt, contact the clinical instructor prior to attendance.
 - 7. Jewelry is restricted while in uniform/scrubs for all students to a watch with a second hand, wedding rings, and one small pair of stud earrings (one in each ear only). No decorative necklaces, bracelets, program insignia (i.e., EMT or LPN) or other pins are allowed to be worn while representing the school. Medic Alert jewelry may be worn if necessary.
 - 8. Absolutely no pierced objects, including but not limited to tongue rings, nose rings, or eyebrow rings, are allowed while on clinical duty as a WSCC student nurse, either in uniform/scrubs or private clothes.
 - 9. Hair is to be neat, clean and worn in a simple off-the-collar style (back from the face and not obscuring vision). No extreme hair color; only naturally occurring hair color.
 - 10. Use of any tobacco products during clinical is prohibited on the agency campus including but not limited to the smoking area provided for staff.
 - 11. Visible tattoos must be covered up with Band-Aids, makeup, or a long-sleeved white tee shirt without logos under the uniform top.
 - 12. Chewing gum is prohibited during clinical.
 - 13. Only clear nail polish is allowed unless prohibited by agency policy. Use of any type of artificial nails is strictly prohibited. Clinical students may only use hand lotion that is provided by the agency.
 - 14. Conservative make-up may be worn.
 - 15. Plain white or skin colored undergarments are required for all uniforms.
 - 16. No hair ribbons, bows or ornaments are permitted. Long hair must be worn up or tied back away from the face.
 - 17. A plain white undershirt without logos or decoration can be worn under the uniform/scrub top.
 - 18. A neatly trimmed and groomed mustache and/or beard is permitted.

ADMISSION, PROGRESSION, AND REINSTATEMENT POLICIES

Admission

Students are admitted to the nursing program in accordance with college admission requirements. LPNs may be eligible for admission in advanced standing to the Associate Degree Nursing Mobility program according to criteria published in the college catalog. Please note: requirements are subject to change without notice.

Progression

- A. In order to continue in the nursing program, the student must:
 1. Maintain a grade of C or better in all program required general education and nursing-specific courses.
 2. Complete all required general education courses according to The Alabama Community College System Nursing Education schema (Pp. 10-13) unless completed prior to admission.
 3. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a D or F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition requires that a student be reinstated into the DNE. Reinstatement is dependent on space availability. If space is available, consideration is based on number of interruptions in nursing courses, score on nursing skills and math validation exams, and GPA for nursing required courses. Reinstatement may require an updated drug screen and background check.
 4. Be permitted to attend clinical agencies for clinical experience.
 5. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 6. Maintain current CPR at the Health Care Provider or Professional Rescuer level.
- B. The evaluation blueprint for the course is printed in each syllabus. Determination of progression is based on the following criteria:
 1. Students must attain a minimum of 75% of the allowable points on the objective portion (i.e., unit and final exams). A minimum of 74.5 points at the end of the term will round up to 75%; no rounding will occur until the final course grade calculation.
 2. Students must attain an overall satisfactory evaluation on the clinical portion of the course.
 3. Students must complete all computer work, written or other assignments at the level specified in the evaluation blueprint.
 4. Students must successfully complete all required standardized tests in specific courses.

Failure to meet any one of the above will result in failure to progress in the nursing course which prohibits continuation in the nursing curriculum.

- C. All AD and PN students are required to demonstrate dosage calculation competency examinations at various intervals during the program. See course syllabi for specific policies or requirements.

ADMISSION, PROGRESSION, AND REINSTATEMENT POLICIES (Continued)

- D. All students enrolled in nursing courses are required to complete written clinical papers which are specifically related to the course in which the paper(s) is/are assigned. These projects are designed to demonstrate the student's understanding of the theoretical foundations of nursing as applied to specific patient care situations. As a result, the papers are considered critical in the evaluation of the student's competence to deliver safe, effective nursing care. See course syllabi for specific policies or requirements.

The faculty reserves the right to review a student's progress at any time. Because of the nature of nursing, there are certain behaviors, interpersonal relationships, and affective standards that must be maintained. Failure of a student to meet these standards is cause for termination from either program in Nursing.

Nursing Non-Progression

Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students withdrawing from one or more courses in the same semester are considered under this definition to have experienced one-half of one nursing non-progression and may apply for reinstatement to repeat the required course(s) at the first course offering.

Students are encouraged to seek assistance promptly when/if they experience any degree of academic or clinical difficulty.

Students who have sustained a non-progression (withdrawal or failure) are only eligible for reinstatement within 12 months from the term of interruption in the nursing curriculum.

Nursing Reinstatement

Students whose progression in the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be reinstated, a student must:

1. Apply for readmission to the college if not currently enrolled.
2. Submit a nursing application by the published due date requesting reinstatement to the DNE.
3. Submit the application in a timely manner; reinstatement must occur within one year from the term of withdrawal or failure.
4. Demonstrate competency in all previous nursing courses successfully completed.
5. Demonstrate competency in dosage calculation at the 90% level.
6. Adhere to nursing curriculum/program policies/procedures in effect upon reinstatement.
7. Two withdrawals from the same or different courses will constitute one failure to progress. Students in the AD program who sustain two failures to progress cannot continue in the AD program. The student may apply to begin the AD program from the beginning **OR** apply for transition to the PN program if they have successfully completed all nursing courses NUR 102 through NUR 106. Only one attempt is allowed in the PN curriculum when transitioning after two AD non-progressions.

Nursing Reinstatement (Continued)

8. Students with two failures to progress in the PN program must apply to start either nursing program from the beginning semester.
9. Students who sustain a non-progression (withdrawal or failure) in first semester courses and wish to be reinstated must meet current admission criteria including a 2.5 GPA on most recent 24 college credit hours and apply and be rank-ordered with all other first-semester applicants.
10. Reinstatement to the program will be allowed one time only.
11. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.

Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied due to, but not limited to, any of the following circumstances:

1. Space availability in the course in which the student wishes to be reinstated. (Students in regular progression have first priority for clinical placement.)
2. Grade point average is less than 2.0 from all nursing program required courses for students in any semester beyond the first semester of the nursing curriculum; GPA requirement for first semester re-entry remains 2.5 based on most recent 24 credit hours of college courses.
3. Refusal by clinical agency to accept the student for clinical experiences.
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Over twelve months have elapsed since the student was enrolled in a nursing course.
6. Student has been dismissed from the program for disciplinary reasons or unsafe client care.

Health Science Division Academic Integrity Policy

This Health Science Division Academic Integrity Policy is supplementary to the "Student Code of Conduct." All Health Science Division students are expected to abide by the Honor Code. Behavior which compromises the integrity of the assignment or examination process for oneself or others is unacceptable. Academic dishonesty is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct.

This behavior will result in a failing grade for the course in which the student is enrolled and ultimately the inability to progress in the program of study. Students who have been found guilty of academic misconduct will not be allowed to reapply to the program.

Behavior which is considered to compromise academic integrity includes but is not limited to:

Prior to examinations

- Seeking and/or obtaining access to examination materials prior to test administration.
- Unauthorized reproduction and/or dissemination of test materials.

During examinations

- Sharing information about any of the test materials including sharing of material with use of electronic devices, computers, cell phones, etc.
- Leaving test area without authorization.
- Possessing and/or using cell phones or other electronic devices.
- Giving or receiving information during the examination.
- Sharing information, resources or reasoning on problems meant to be solved by individuals.
- Disruptive behaviors which affect other examinees, all communication devices must be off.
- Unauthorized reproduction and/or dissemination of test materials.

After examinations

- Sharing information about any of the test materials including sharing of material with use of electronic devices, computers, cell phones, etc.
- Altering or misrepresenting examination scores.
- Unauthorized reproduction and/or dissemination of test material.

Academic Advisement

- A. Each student will be assigned a nursing faculty advisor upon acceptance to the nursing program.
- B. Students must notify the Department of Nursing Education before any change in schedule including withdrawal from nursing courses and/or general academic courses. It is the student's responsibility to ensure all general and program requirements are met in the designated sequence to ensure graduation in a timely manner. Please seek advice from a nursing advisor to assure compliance.

Classroom Attendance

Students are expected to attend classes. Excessive absences may interfere with the student's ability to achieve course objectives and therefore prevent student progression.

Specific attendance and exam make-up policies are outlined in each course syllabus.

Clinical Attendance and Make up Policy

Students are expected to attend all scheduled clinical experiences unless the student is febrile, has a contagious illness, or has sustained a loss of required Essential Functions. Regardless of the reason for missing a clinical there will be a required make up assignment. Students are to notify their clinical instructor within one hour of the clinical arrival time that they will be unable to attend. Students are also to notify the Clinical Coordinator by email the day that the absence occurs. Failure to notify the clinical instructor and Clinical Coordinator appropriately will constitute a Clinical Unsatisfactory under Personal Responsibility.

One clinical absence will constitute the need for a make-up assignment. The make-up assignment will include a five- page double-spaced paper with a minimum of three references listed on bibliography page using MLA format on a course module that the student did not understand clearly or test well on. In addition to the paper the student will be required to present, not read, a 20-minute Power Point presentation with a minimum of 20 slides to available faculty at the end of the semester. The assignment must include a brochure/handout designed by the student and a copy of the outline of the Power Point presentation. Please dress professionally. Presenting, not reading, will assist the student in knowing and remembering the content from the selected module. Students may not attend another clinical day to make up the first absence; the above assignment is required for the first absence regardless of the reason.

Two clinical absences will constitute the need for the above make-up assignment plus attendance at a make- up clinical at an appropriate facility to be assigned by the clinical coordinator. Students may not make up clinical with their instructor while he/she is on duty at the clinical facility. Per State Board Policy, an instructor may not supervise more than eight students total per clinical.

Clinical absences greater than two (**three or more**) per semester will constitute **failure** to meet the clinical objectives of the assigned course and the student will receive a grade of “D” in the assigned course. Students who arrive at clinical with a fever, contagious illness, or impairment of required Essential Functions will be sent home and will receive a clinical Unsatisfactory under Personal Responsibility for arriving to clinical in a condition compromising the potential safety of the client.

Lab Attendance

1. Attendance at all laboratories is mandatory. Students are required to notify the lab instructor or the Department of Nursing Education (DNE) prior to an unavoidable absence.
2. Lab absences are calculated as a percentage of the required lab time per semester and therefore may vary slightly with the school calendar. All absences up to 10% of required lab time must be made up. Assignments are at the discretion of the faculty and will be consistent with missed work. These may include but are not limited to computer simulation, written work and/or attendance at lab.

Absences in excess of 10% of the required lab experience for the semester may result in inability to achieve lab objectives with subsequent failure to progress in the nursing program. Students who exceed the lab absence policy in any nursing course must meet with the DNE program director for a decision regarding continuation in the course. All courses with the NUR prefix are affected by this policy.

3. Students are expected to arrive at lab on time. In case of tardiness, it is the student's responsibility to ensure that attendance is recorded. Two tardy events constitute an absence.
4. A student participating in college extracurricular activities may be granted permission to be absent from lab provided the student notifies the instructor in advance of the event. Students are responsible for any missed material. Lab make-up may be required.
5. Any limitation to the Essential Functions may prohibit lab attendance and progression.
6. Students who are pregnant or have been hospitalized are required to submit a written release from the physician.

Extended Absence

Students who anticipate several days of absence due to military obligation or jury duty must contact the course faculty as soon as this is known to make special arrangements for meeting required classroom/clinical objectives.

Fitness for Duty Policy

- A. Students are required to attend class, lab, and clinical in a condition fit for competent and safe performance of their duties. A fit condition is required throughout the scheduled time.
- B. Faculty are held accountable for ensuring that students are fit for duty, and for taking prompt, appropriate, and decisive action whenever a student appears to be unfit for duty.
- C. When a student is found to be in possession of or using alcoholic beverages or illegal or unprescribed controlled chemicals on the college campus or clinical agency premises, the student will be dismissed for the day from the clinical. Ability to return will be determined by pending disciplinary action by the college. All students are held accountable to clinical agency policy regarding suspected drug use. If an agency has cause to request a drug screen from a student per the agency guidelines, the student must comply (**at his/her own expense**) or be dismissed from the clinical agency. Such dismissal may be cause for failure in the nursing course and non-progression and/or permanent dismissal from the program.

Test-Taking Policy

Student ID badge is required to enter testing location. Tests must be taken as scheduled. Students are required to notify the instructor before the scheduled exam date if he/she is going to be absent on the day of a test. If an unavoidable situation occurs on the morning of the exam, the student must call the instructor's office to notify her of the situation. Leave a voice message if the instructor is unavailable. Students will be required to make-up the exam.

Students who miss a test and do not notify the instructor or DNE may receive a grade of "0" on the test. Permission to take a make-up test to remove the "0" must be obtained from the course faculty. Seeking permission in a timely manner is the student's responsibility.

Absences for which a student may be eligible for makeup exams include death in the family, illness (personal/dependent child/elder), court appearance, military or jury duty, or mandatory Wallace State Community College functions. Documentation supporting the absence must be presented to the Department of Nursing Education before exams are made up. Students who miss more than one exam in a semester must meet with the lead course instructor(s) in order to obtain permission to sit for make-up exams.

Make-up tests may be different from the originally scheduled exam. The format of the test is at the discretion of the instructor and may include essay type questions. Make-up exams are given during Final Exam week each semester. **Students who have multiple exams to make up are at risk for non-progression.**

All tests are scheduled to begin at a specified time with a pre-determined time allotted for completion of the exam based on the number of items per test. Testing time guidelines are as follows:

50 item exam	60 minutes
60 item exam	75 minutes
75 item exam	90 minutes
100 item exam	120 minutes

Additional time may be allotted for math calculations, essay questions, or complex material. Specific exam instructions will be printed on the exam cover page.

If you arrive within 15 minutes of the scheduled time to begin, you will be allowed to enter the test site and begin the test but you **will not be given extended time** for completion; each student is required to hand in the test when the instructor/proctor calls time. Caution is advised as the grade earned at the end of the scheduled testing time will be the final grade on the exam; only answers transferred to the Scantron will be scored where applicable.

If you arrive later than 15 minutes after the test begins, you **will not be allowed to enter the test site**. You will be given the opportunity to take a make-up exam at the end of the semester per published guidelines. Dates and times will be announced within each class. Style and type of make-up exams are at the discretion of the instructor.

Test-Taking Policy (Continued)

Correction tape (**no liquid white out**) must be used to correct a change in the student's choice of answer(s) on the Scantron. **Credit will not be given for errors in scoring due to erasure marks not corrected with correction tape. Each student must bring his/her own correction tape to the test; no sharing allowed.**

Each student is responsible for bringing two, **pre-sharpened** #2 pencils to the test site. It is also advised to bring a small, hand-held pencil sharpener in case of broken lead during the test as **no sharpening of pencils will be allowed during the test (no one will be allowed to move around the room during the test)**. Ink pens are not allowed for test-taking.

Once a test is submitted and the student leaves the room, it will not be returned to the student. No student will be allowed to leave the room before his/her test is complete and submitted unless permission is granted for an emergent situation by the instructor/proctor.

Students are prohibited from bringing any items into the testing environment with the exception of a simple non-scientific calculator **when allowed**. **Absolutely no cell phones, pagers or like devices, headgear (caps/hats), books, notes, or purses are allowed in the testing area (All the afore mentioned items must be left in the vehicle)**. Students may be asked to leave the testing site should a cell phone or pager go off during an exam. In that case, a grade of "0" may be assigned on the exam.

Students are not permitted to select exam seating. Seating arrangements during exams are randomly assigned which may include drawing a number and sitting at the seat with the corresponding number.

Any evidence of cheating on a test, on-line quiz or required assignment will be subject to review as well as to disciplinary action as identified in the college catalog.

Test scores will be **posted by the faculty via Blackboard**. Exam grades will be posted no sooner than 48 hours after the last administration of the exam but will be posted **within one week** following the test.

No grades will be given over the telephone. Do not call and request grades. Any student who violates this rule will be subject to disciplinary action.

Attendance at exam review is strongly encouraged. **A student forfeits the right to review the exam if not present for the scheduled test review**. Faculty will note attendance on the Scantron. All course unit exams will be reviewed. **Neither final exams nor make-up exams are subject to review by the student.**

Grading Policy

- A. The grading system used to determine the student's level of achievement in the nursing program is approved by The Alabama Community College System of the Department of Post-Secondary Education. Refer to the college catalog.
- B. Final grades will be determined by achievement of a minimum average of **75%** on all graded portions of each course, and a satisfactory evaluation of all ungraded requirements as specified in each course evaluation blueprint. See course syllabi for further explanation.
- C. **Grades are rounded only when the final course average is calculated.** All decimal fractions 0.5 or greater round to the next whole number (ex: 74.5 = 75). Decimal fractions less than 0.5 are dropped (ex: 74.4 = 74). Grades are calculated to the tenth place.
- D. Failure to complete all course requirements or achieve a satisfactory level of progress as stated in the evaluation blueprint for each course will result in a failing grade in the course.
- E. Any course not completed or passed satisfactorily must be retaken and successfully completed in its entirety before progression is allowed in the nursing curriculum.
- F. If at the conclusion of final course grade calculation a student fails to progress, the Scantrons may be reviewed by faculty and credit given for scoring errors due to erasure marks.

Test Review Policy

- A. Attendance at exam review is strongly encouraged as a mechanism to reinforce learning. A student forfeits the right to review the examination if not present for the scheduled/posted exam review. Faculty will note attendance on the Scantron sheet.
- B. No student who has missed an exam will be allowed to attend that specific exam review.
- C. Exam review will be scheduled and may be held at times other than scheduled class times.
- D. Students will be required to leave all belongings (including but not limited to handbags, backpacks, books, cell phones, pagers, and notebooks) in their vehicle.
- E. **NO note taking, taping/recording, paper/pen, cell phones, pagers or other mechanisms for recording the test are allowed in the review room.** Violators will be escorted from the room and may be subject to disciplinary action. Students whose cell phones go off during test review will have the test taken up and will be asked to leave the room.
- F. Once test review has begun, the door will be closed and no other students will be allowed to enter. Also, no student will be allowed to leave until test review is concluded and test booklets and Scantrons and/or answer sheets have been taken up.
- G. All regularly scheduled unit exams will be reviewed. Check course calendar for dates. Final exams and Make-Up exams will not be reviewed. Review of online quizzes is at the instructor's discretion.
- H. Exam review is considered and will be conducted as an educational opportunity by which students can review content and develop test-taking skills. Exam review is not the appropriate time to challenge exam items. At the conclusion of exam review, challenges related to the validity of a question must be presented to the course coordinator or the author of the exam within 24 hours using the form available in the course packet.
- I. **Only answers which appear on the Scantron will be graded unless otherwise directed by the instructor (answers to math calculations, etc.)**

Grade Appeal Process

It is the policy of Wallace State Community College (WSCC) that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the work that was completed. See the current WSCC Catalog for additional information regarding grade appeals.

Step One:

Obtain *Grade Appeal Form* packet from the office of the Vice President for Students or from the WSCC website.

A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. For grades on final exams or grades that represent the final grade, the seven day period shall begin on the first class day of the next academic term.

Step Two:

The student must complete Section A of the *Grade Appeal Form* packet, sign, and submit it to the instructor to initiate the grade appeal process.

Step Three:

If the instructor upholds the initial grade it will then be sent for a decision to the Program Director (if the instructor is the Program Director, it will go to the Dean of Health Sciences). Section B of the *Grade Appeal Form* packet will be completed. If the Program Director upholds the initial grade, the student will be informed of the decision and should then submit a *Grade Appeal – Notice of Appeal Form* to the Vice President for Students to continue the appeal process (if desired).

Step Four:

The Vice President for Students may meet with the student appealing the grade and a decision will be sent to the student in the form of a certified letter. Section C will be completed by the Vice President for Students. After these three stages of appeal, the decision is final as stated in the WSCC Catalog.

Standards for Written Work

- A. All written assignments are expected to demonstrate scholarly research and presentation. This includes but is not limited to:
 - 1. Work presented should be the original work of the student with appropriate works cited.
 - 2. Clear, direct expression of the English language.
 - 3. Correct grammar, sentence structure, punctuation, and spelling.
 - 4. Legibly written in blue or black ink on one side of the paper only or typed.
- B. Assignments which do not meet the criteria stated above may not be accepted for grading or may have points deducted.
- C. Clinical assignments that are submitted late may result in the student receiving an unsatisfactory on the clinical evaluation tool as “taking responsibility for personal action.”
- D. Some assignments may not be accepted late. If this is the case, the student will be so informed at the time of the assignment.
- E. The nursing department uses the Modern Language Association (MLA) form of documentation for all written papers. A complete reference to this documentation style can be found in the latest edition of *A Writer's Reference* by Diana Hacker. The following are examples and definitions which should help you as you prepare your written papers.
 - 1. Internal Referencing
 - a. All direct quotations and paraphrases must be cited.
 - b. Use quotation marks to enclose copied words.
 - c. Use internal documentation to indicate the source. Place in parentheses after the cited material the author's last name, and page number where the documentation is found.
 - d. The documentation should immediately follow the cited material wherever it appears in the paper.
 - e. All material quoted, paraphrased or summarized from any work must be referenced. If it is not referenced, you are guilty of plagiarism. “Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words.” (Hacker, 83)

Standards for Written Work (Continued)

2. Bibliography (Works Cited)

List references alphabetically by last name of primary author.

Book Author (last name, first initial) Title (underlined or italics). Edition if more than 1. City of Publisher: Publisher, year.

Example: Hacker, D. A Writer's Reference, 4th Ed. New York: Bedford/St. Martin's, 1999.

Periodicals: Author. Article title in quotation marks, Journal (underlined or italics). Date (month, year), pages.

Example: Owen, C.L. "New Directions in Asthma Management," American Journal of Nursing, Mar, 1999, 26-33.

If there is no author use a _____. and list alphabetically using the first letter of the work cited. _____. Fundamentals of Nutrition Support. Deerfield, Il: Travenol Laboratories, Inc., 1981.

3. Additional works: See A Writer's Reference for information on referencing for computer software and electronic sources.

Health Division Professional Code of Conduct and Clinical Policies

The following policies are applicable to all Health Division programs at Wallace State Community College. Any breach of these policies may lead to failure of the course in which the student is registered; dismissal from the program; dismissal and/or expulsion from the Health Division or college based on the severity of the breach.

1. All Health Division students are held to the professional, legal, and ethical parameters of the Health Information Privacy and Accountability Act (HIPAA). Breaches of confidentiality of patient information of any kind will not be tolerated (conversation with unauthorized others about a patient, photocopy of chart or protected documentation, taking pictures with a camera of any kind, sharing information with another clinical facility).
2. Falsification of any documentation by a Health Division student (ie. application, submission of transcripts, drug testing results, physical exam findings, background check, CPR certification, other) will not be tolerated.
3. Falsification of any patient documentation by a Health Division student (ex: charts, flow sheets, medication administration records, others) will not be tolerated.
4. Thievery from the patient or family, the agency, professional colleagues, fellow students by a Health Division student will not be tolerated.
5. Students who are deemed clinically incompetent will be removed from the clinical area. Repercussions are dependent on review of the allegations, demonstration by the student of the skills at the expected level of performance, and evaluation of the student's progress in the program. Repercussions are at the discretion of the reviewer(s).
6. All Health Division students are expected to behave professionally and ethically. Disruptive behavior or language toward patients/family, professional staff or other students (profanity, sexually explicit language or innuendoes, threats to physical or mental safety) will not be condoned.
7. Students must be aware that the clinical agency has the contractual right to prohibit a Health Division student from being placed at the agency. If the program is unable to place the student for completion of course or program requirements, the student will be required to withdraw (or will be administratively withdrawn) from the course/program.
8. Students are required to reveal any personal issues which would prohibit their placement at a particular agency. These issues may include but are not limited to previous dismissal from employment at the specific agency, legal issues involving the student or his/her significant others which are outstanding against an agency or practitioner of the agency, or monetary issues involving the agency (garnishments, law suits, etc.).

Health Division Professional Code of Conduct and Clinical Policies (Continued)

9. Students are prohibited from attending clinical unless or until medical clearance required by the program has been submitted. This includes but may not be limited to physical exam, drug testing, and validation of immunity by acceptable documentation of immunization or titer levels, and hepatitis B immunization or waiver. Clinical agencies have the right to deny access to the facility based on refusal of immunization by the student.
10. All Health Division students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ WSCC policy he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other Health Division program.
11. All Health Division students must have submitted the initial background and yearly (if required) background check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the program director, course coordinator or Dean of Health Sciences in the absence of the instructor or program director.
12. All Health Division students must be CPR certified at the Health Provider level and must maintain such certification while enrolled in the program. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
13. All Health Division students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
14. All students are required to have a photo identification badge to utilize clinical agencies. Photo IDs will be scheduled by the faculty during the first program course. The student may be responsible for the cost of the photo ID and any replacement. Students may be dismissed for the day from the clinical experience if he/she does not have the ID badge in full sight while in the clinical agency.
15. Wearing the WSCC program uniform or badge is prohibited except for assigned clinical experiences in assigned clinical agencies. Breaches such as wearing the uniform for employment or any nefarious, illegal or unethical purpose will not be condoned.
16. Students are assigned to clinical agencies by the program director, clinical coordinator or designee. Students are not permitted to make individual contacts with agencies for clinical arrangements unless expressly directed to do so by the program director, et. al.

Health Division Professional Code of Conduct and Clinical Policies (Continued)

17. In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury or surgery the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery. Failure to do so may result in withdrawal from the clinical area .
18. The program director reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate.
19. Health care agencies may require students to have medical insurance in order to affiliate with the agency. Students must submit proof of health insurance prior to beginning clinical rotations. Students are required to notify the program or clinical coordinator of any changes in insurance status. Students who do not have the appropriate insurance coverage will be required to withdraw or be administratively withdrawn from the course.
20. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student. The required school accident insurance policy WILL NOT cover all of this expense. Students are responsible for any costs not covered by this policy.
21. No alcoholic beverages or drugs which may cause cognitive impairment will be consumed during clinical rotations or up to 12 hours prior to rotations. Any evidence of alcohol or drug use while on rotations or evidence of impairment due to drugs/alcohol prior to starting the clinical assignment will result in sending the student for a drug test for cause and if positive, immediate suspension from the rotation site. The impaired student will only be allowed to leave with a designated driver.
22. The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, or preceptor during rotations.
23. The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately retire from the conflict and notify the Clinical Coordinator or Clinical instructor as soon as possible or no later than at the completion of the shift.
24. Students will practice universal precautions during all patient care and handling of patient care equipment regardless of the situation.
25. No electronic communication devices are allowed in the clinical area. Cell phones, ipods, Blackberry and other devices must be left in the vehicle or at home. The clinical supervisor (instructor, preceptor) or the clinical contact identified by the program director is the emergency contact for the student's family or significant other. Breach of this policy will result in the student being dismissed from the site for the rest of the clinical day and the student will be considered absent under the program absence policy.

Clinical Requirements

- A. Students are required to complete the number of clinical hours assigned to each clinical course.
- B. Students may not leave the assigned clinical area without permission from the instructor.
- C. Students are expected to demonstrate clinical behaviors as taught in the nursing lab. Agency policy supersedes WSCC policy when procedures or policies related to clinical care of patients differ.
- D. Students may not exchange money or accept gifts from clients or personnel. Students are discouraged from giving gifts to clinical faculty; cards are preferred.
- E. Students are not allowed to carry cell phones or wear personal beepers while participating in clinical experiences. If a student is found to be in possession of either item, he/she may be sent home for the day which may also result in a Clinical Warning or Unsatisfactory being issued. If the student must be contacted during clinical hours for an emergency situation, the contact must be initiated through the clinical instructor who will notify the student.
- F. Students who are going to be absent from clinical are to notify the clinical instructor personally within one hour of the clinical arrival time. Students are also to notify the Clinical Coordinator on campus by email the day that the absence occurs.
- G. Students are required to provide a contact phone number to the clinical instructor in the event he/she needs to reach the student in an emergency.
- H. Students must comply with all agency policies including but not limited to use of drugs, confidentiality, and professional dress. Use of alcohol or tobacco products are prohibited in the clinical setting.

Medication Administration

- A. An instructor or Registered Nurse designee ALWAYS observes the preparation of each medication.
- B. Students must demonstrate knowledge of the medication's desired effects, side effects and nursing implications when administering each medication.
- C. **Clients must be identified prior to administering medication.** Two identifiers as determined by The Joint Commission Standards and agency policy are mandatory.
- D. Instructors may use direct or indirect supervision of the actual administration of non-parenteral medications to adult clients.
- E. **All medications administered to pediatric clients are to be supervised directly by instructor or designee.**
- F. **All parenteral medications administered are to be supervised directly by instructor or designee.**
- G. Prior to administering medications in the clinical setting, the student must have satisfactorily completed the medication skills check-off in the campus laboratory and have passed any required drug calculation competency test.
- H. Students are required to demonstrate accuracy in dosage calculations in all nursing courses.
- I. Students will be referred to the campus laboratory to revalidate medication skills if unable to safely demonstrate medication skills in the clinical laboratory.
- J. Failure to abide by the Medication Administration policies may result in a clinical warning, unsatisfactory or failure of the course, depending on the situation.

Intravenous Infusion Policy

- A. Students must review written guidelines for administering intravenous solutions/medications in the clinical setting prior to administering IV medication/fluids.
- B. Prior to administering intravenous medications in the clinical setting, students **must** demonstrate skill in intravenous medication safety and precautions according to established criteria.
- C. Prior to starting an intravenous infusion in the clinical setting, students must successfully demonstrate skill in intravenous infusion in the campus laboratory setting according to established criteria.
- D. In the clinical setting and **only under direct supervision by WSCC Instructor or Registered Nursing designee**, students may:*
 - 1. Begin an intravenous infusion through a peripheral site, within two attempts.
 - 2. Administer IV medication through a saline-lock (direct push or piggy-back tubing). This applies to **AD students only**.
 - 3. Administer medications through a primary/secondary or soluset set-up.
 - 4. Flush saline through a saline lock.
 - 5. Change solution bags/bottles.
 - 6. Change intravenous tubing and dressings.
 - 7. Flush central venous lines per agency policy (**AD students only**).
- E. **Neither AD nor PN students may initiate or add blood or blood products to an intravenous infusion or perform arterial sticks of any kind (ex: ABG's).**

***Individual agencies may vary as to the intravenous medication administration. When this occurs, agency policy will supersede institutional policy.**

Clinical Evaluation

The clinical evaluation is an educational tool as well as an evaluative process. Various objective methods are used to evaluate satisfactory achievement of the clinical objectives for each nursing course.

- A. Students are expected to meet pre-determined objectives in each clinical nursing course. Progress in meeting these objectives is assessed by process and outcome evaluations. Students are encouraged to discuss all clinical concerns with the assigned clinical instructor as the first step in clarifying clinical issues or concerns.
- B. The clinical coordinator assumes the responsibility to schedule a conference with the student at any time deemed appropriate during the semester. The student may also request student-faculty conferences during the semester.
- C. Students are expected to meet the clinical objectives in order to progress in the program of studies. Three unsatisfactory demonstrations of required clinical skills (either a single, repeated behavior or a combination of behaviors) will result in a grade of "F" in the nursing course, regardless of other course grades. The grade will be assigned at the time of the third occurrence, and the student will not continue in the course.

Clinical Evaluation (Continued)

- D. All unsatisfactory incidents will be discussed with the student within an appropriate time frame. The

Clinical Coordinator may wish to seek feedback from other DNE faculty members or the director prior to discussing the incident with the student. The discussion may be held with another faculty member or agency staff member present. All incidents will be documented in writing in the evaluation along with a plan of action and time frame for improvement of performance.

- E. Clinical absences in excess of 10% of the total clinical hours may result in failure due to inability to meet clinical objectives.
- F. Students are encouraged to discuss all clinical concerns initially with the assigned clinical instructor. A student who receives an Unsatisfactory may request a faculty conference.
- G. Competency of clinical behaviors is expected to be demonstrated in the initial course in which the behavior is taught as well as in successive courses. Failure to demonstrate and validate continued competency of clinical behaviors could result in failure to progress in the nursing sequence.

Agency Assignments

- A. Students will be assigned to clinical agencies by the Clinical Coordinator. Expenses incurred for travel and while attending clinical is the responsibility of the student.
- B. **Faculty cannot guarantee students their preference in clinical agency assignment. Contacting clinical agencies for placement of students is the sole responsibility of the faculty of the DNE.** Any breach of this policy by students making independent contacts with agencies will result in negative consequences, including but not limited to clinical warning, unsatisfactory evaluation, or dismissal from the program.
- C. All student clinical experiences must be supervised by a WSCC clinical instructor unless specified prior to the experience and approved by the agency.

Campus Laboratory

The campus laboratory is provided for simulated practice and testing of skills, reading, viewing of films and other educational endeavors.

- A. Each student enrolled in a clinical nursing course must validate skills as specified in the course syllabus. Time to practice these skills with supervision and feedback is provided in the campus laboratory. Criteria that must be met to demonstrate satisfactory performance are in the course packets. Validation will be supervised by a WSCC faculty member. Refer to course syllabi for evaluation blueprint.
- B. Before a critical clinical skill can be performed with clients, the student must successfully demonstrate the skill in the laboratory simulation.

Computer Laboratory

Computer laboratories are provided for students to obtain experience with various clinical models through simulation programs, listening to Tegrity presentations, and vendor supplied tests. In addition, students become familiar with computer testing in preparation for the NCLEX-RN or NCLEX-PN licensure exam.

- A. Absolutely no cell phones are allowed in computer/simulation labs.
- B. Computer programs must be completed in the computer lab. No programs may be copied. Only those parts of the computer program that the author allows to be printed may be printed (i.e., scores, work sheets).
- C. Equipment is to be handled gently. Students are responsible for following all computer lab policies.
- D. Any student caught mishandling equipment, violating copyright materials, or removing programs from the lab will be subject to disciplinary action. (See college catalog for rules on disciplinary action).
- E. Computerized manikins (Sim-Man, Noelle with Baby Hal) are to be used under direct supervision for exposure to and practice of nursing skills, problem solving, and critical thinking. Sim-Man exercises may also be used under supervision for clinical absence make-up when appropriate. Mishandling of simulation equipment may result in disciplinary action.

MISCELLANEOUS INFORMATION

Standards of Personal Behavior

- A. Caution is advised when interacting on any social networking site. Comments concerning clinical agencies, clinical and/or classroom experiences, fellow students, nursing faculty, WSCC, etc. are strictly prohibited.
- B. Eating and drinking are not permitted in the classrooms, nursing laboratory, or computer laboratory. Eating and drinking are allowed only in the student lounge area.
- C. Smoking is not permitted in the nursing building. A smoking area is provided outside the first floor entrance (downstairs) on the north side of the building. Smoking in areas other than those designated may result in disciplinary action.
- D. The use of alcohol and/or controlled substance drugs is not permitted including physician's prescriptions in the classroom or clinical area. If a nursing faculty member or agency staff suspects substance use (drugs or alcohol) in the classroom or clinical area, the student will be dismissed from the class and may be subjected to a drug screen; if in clinical, the agency policy will be followed. Following a review, the student may be subject to dismissal from the nursing program. (See college catalog).
- E. Students are required to read the written Standards of Conduct as set forth by the Alabama Board of Nursing Administration Code, 1982. Written confirmation that students have read and understood the Standards of Conduct will be kept on file in the nursing department. (See page 33 for sample).
- F. Children are not permitted in the classroom, laboratory, break areas or computer areas or at any agency used for clinical education.
- G. Cell phones and pagers are not permitted to be on during class. All electronic devices are prohibited in testing, test review, or the computer lab as well as in all clinical settings.

Notification of School Closings

- A. When severe weather warrants closing of the college, announcements will be made on the WSCC website, through the LION Alert system, and on the following radio/TV stations:
 - Radio: WFMH, WKUL, WRSA, WZZK
 - TV: WVTM (13), WAAY (31), WBRC (6), WHNT (19), WAFF (48)
- B. Personal safety is always a priority during severe weather. If students are unable to attend class or clinical due to severe weather conditions in their area, they must notify the instructor or nursing office by telephone at the earliest possible time.

SCHOLARSHIPS

Allied Health and Nursing Scholarships

Wallace State Community College seeks to provide the opportunity for needy and deserving students to continue to pursue the goal of a college education regardless of their financial circumstances. Financial aid is available through such sources as federal and state grants, Veteran Administration benefits for students who qualify, and special programs for displaced workers. Students are encouraged to contact the Office of Financial Aid for assistance.

Department of Nursing Education Scholarships

Other available assistance to nursing students may be offered through local service clubs, District 1 of the ANS, hospitals, or agencies.

AWARDS

Nightingale Award

Purpose

The Nightingale Award is an award presented to a graduating nursing student. The graduate is chosen by the faculty and is a student nurse who best represents the characteristics of scholarship, compassion for patients and commitment to nursing as exemplified by Florence Nightingale.

Selection Criteria

The student selected best meets the following guidelines:

- A. Has demonstrated personal integrity, good moral character, responsibility, trustworthiness, and good personal appearance.
- B. Demonstrates professionalism and commitment to nursing.
- C. Is assertive and utilizes administrative structures for problem solving.
- D. Has a high level of clinical proficiency and organization.
- E. Demonstrates personal motivation and desire for excellence; achieves excellence against adversity.

STUDENT ACTIVITIES

Students are encouraged to participate in student activities on campus. The activities range from an academic focus (scholars bowl in the Fall) to extracurricular (Miss Wallace State pageant and Homecoming Queen). Students may participate in intramural sports which include softball, basketball, and volleyball.

Students are also eligible to be selected for Who's Who in American Junior Colleges and Outstanding Student Awards. (See college catalog and newsletters for details). Each year in the spring semester a student from each program (AD or PN) is nominated by faculty for the program award and the President's Cup Award.

PROTOCOL FOR ISSUES AND CONCERNS

The faculty encourages students to make suggestions and voice any concerns that may enhance or interfere with the attainment of quality education. The following protocol is strongly suggested:

Students may make suggestions or voice concerns through evaluations and discussions with individual instructors. If the student is not satisfied he/she should consult with the lead course instructor and/or appropriate level coordinator. If a student has not reached a satisfactory resolution at this time, he/she may consult with the Director of the Department of Nursing Education.

The class president or designee of each level shall be invited to attend selected faculty meetings dealing with curriculum and policies. Student representatives are invited to serve on the Student Handbook Committee.

PLEDGES

International Council of Nursing Pledge

In the full knowledge of the obligation I am undertaking, I promise to care for the sick with all the skill and understanding I possess, without regard to race, color, creed, politics, or special status, sparing no effort to conserve life, alleviate suffering and to promote health.

I will respect at all times the dignity and religious beliefs of the patients under my care, holding in confidence all personal information entrusted to me, and refraining from any action which might endanger life or health. I will endeavor to keep my professional knowledge and skill at the highest level and to give loyal support and cooperation to all members of the health team.

I will do my utmost to honor the Code of Ethics applied to nursing and to uphold the integrity of the nurse.
Source: International Council of Nursing, Geneva, Switzerland

The Florence Nightingale Pledge

I solemnly pledge myself before God and in the presence of this assembly to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters and family matters coming to my knowledge in the practice of my calling.

With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.

CLASS OFFICERS AND ORGANIZATIONS

Election Criteria for Class Officers

Election of class officers and class representatives is held in the second semester for Level I and Practical Nursing students. Officers are: President, Vice-president, Secretary /Treasurer, and Representative(s). Students must have a 3.0 GPA to be eligible to serve as a class officer.

Selected faculty serve as advisors to each class. Any monies collected as a class will be coordinated through the Business office through accounts established for each class.

Association of Nursing Students

The faculty encourages each AD nursing student to participate in the Alabama Association of Nursing Students by joining the Wallace State Community College Student Nurses' Association (WSSC ANS). The faculty believes this organization aids in preparing the nursing student for the assumption of professional responsibilities. It is the responsibility of this organization to keep nursing students informed of any changes affecting nursing practice.

- A. Membership is encouraged, but not required.
- B. ANS officers are elected annually according to the ANS Bylaws.
- C. A faculty advisor to the ANS is appointed by the department chairperson.
- D. ANS members participate in many activities such as: Global Health, Image of Nursing, disaster preparedness, BTN, community health, Legislative professional development.
- E. ANS members may receive summer scholarships through the association.
- F. ANS members may attend state and/or national meetings.

For further information on the ANS, contact any officer or the faculty advisor.

ADDENDUM A

ALABAMA HEALTH CARE WORKERS ACT

Alabama's Infected Health Care Worker Management Act now in Effect

Public Law #102-141, Section 633 became effective on October 28, 1991, requiring all states to adopt the Centers for Disease and Prevention (CDC) recommendations (or the equivalent) for preventing transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) to patients during Exposure-Prone Invasive Procedures. Compliance of which became the responsibility of each state's public health officer.

August 24, 1993, Alabama's Governor, Jim Folsom, signed into law the Alabama Infected Health Care Worker Management Act. On November 16, 1994, the State Committee of Public Health approved a set of rules to regulate how the Act will be implemented.

The purpose of the Act is to prevent transmission of HIV and HBV to patients during invasive procedures. According to the CDC, current data suggest that the risk of such transmission from a health care worker (HCW) to a patient during an invasive procedure is small; a precise assessment of the risk is not yet available.

The Act mandates that any HCW infected with HIV or HBV who performs an invasive procedure or any physician providing care to an infected HCW shall notify the State Health Officer, or his designee, of the infection.

For clarification and continuity purposes, the following words have the following meanings:

- 1.) Health Care Worker. Physicians, dentists, nurses, respiratory therapist, phlebotomists, surgical technicians, physicians assistants, podiatrist, dialysis technicians, emergency medical technicians, paramedics, ambulance drivers, dental hygienist, dental assistants, students in the healing arts, or any other individual who provides or assists in the provision of medical, dental, or nursing services.
- 2.) Infected Health Care Worker. A health care worker infected with HIV or HBV as defined herein.
- 3.) Hepatitis B Virus (HBV) Infection. The presence of the HBV as determined by the presence of Hepatitis B (e) antigen for six months or longer or by other means as determined by the State Board of Health.
- 4.) Human Immunodeficiency Virus (HIV) Infection. The presence of antibodies to Human Immunodeficiency Virus as determined by enzyme immunoassay and Western Blot or the presence of the HIV infection as determined by viral culture, or by other means as determined by the State Board of Health.
- 5.) Invasive Procedures. A.) Those medical or surgical procedures characterized by the digital palpation of a needle tip in a body cavity or by the simultaneous presence of the health care worker's fingers and a needle or other sharp instruments or object in a poorly visualized or highly confined anatomic site. B.) Invasive dental procedures shall include those that provide the opportunity for an intraoral percutaneous injury to the dental health care worker and could result in the blood of the health care worker coming in contact with the blood or mucous membrane of the patient.

ALABAMA HEALTH CARE WORKERS ACT (Continued)

Upon receipt of a report of an infected HCW, an internal department review of his/her practices will be performed to determine if invasive procedures are being performed. If it is determined that they are being performed, the State Health Officer shall, as the situation requires, issue orders temporarily limiting the infected HCW's practice of performing invasive procedures, since such could constitute a direct threat to the patients he/she is serving. An expert review panel will be formed to review the overall practice and procedures of the infected HCW. Based upon the panel's findings of fact and recommendations, the State Health Officer may issue restrictions on the practice of the worker.

Other components of the Act include:

- Provisions of an appeal process for the infected HCW;
- Authorization of monitoring of the health care worker's practice with required reporting of violations to the State Health Officer.
- Provision of grounds revocation, suspension, or restriction of infected HCW's licensed by licensing boards.
- Creation of confidentiality standards; and
- Provision of penalties for violations of the Act.

Previous investigations of HIV and HBV transmissions from HCW's to patients have found that when HCWs adhere to recommended infection control procedures, the risk of transmitting HBV from a HCW to a patient is small, and the risk of transmitting HIV is even smaller. All HCW's should adhere to universal precautions and handle the blood and other specified body fluids of all patients as if they are infectious for HIV, HBV, or other blood born pathogens. Emphasis should be placed on appropriate use of handwashing, protective barriers, and care in the use and disposal of needles and other sharps.

The Alabama Department of Public Health will be working with the individual medical and dental licensing boards, (Board of Medical Examiners, Board of Nursing, Board of Dental Examiners, etc.) and various health related associations (Medical Association of the State of Alabama, Alabama State Nurses Association, Alabama Dental Association, Alabama Hospital Association, Alabama Nursing Home Association, etc.) to disseminate information concerning the rules and regulations.

Synopsis for the Alabama Board of Nursing Newsletter, Spring 1995.

A complete copy of Public Law # 102-141 is available in the nursing office should you wish further review.

ADDENDUM B

Wallace State Community College Health Science Division

Policy on Drug and Alcohol Testing of Students Enrolled in Health Programs

Wallace State Community College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession or use of a controlled substance on any property owned, leased, or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of Wallace State Community College. The college prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action including program dismissal.

Education of health profession students at Wallace State Community College requires collaboration between the college and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect, to the extent reasonably possible, the agency's patient due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure that the health and safety of students and patients are not compromised, and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Wallace State Community College-Hanceville that students enrolling in health profession programs submit to drug testing. This testing can be announced or unannounced and will occur upon admission and annually thereafter, for cause or at random intervals. This policy authorizes drug testing of students who voluntarily choose to enroll in health profession programs at the college. Any student enrolling in a health profession program will be required to submit to such testing.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS

I. PERSONS TO BE TESTED

Any student who is accepted into any health program at Wallace State Community College-Hanceville will be required to submit to annual drug testing.

II. TYPES OF TESTS TO BE PERFORMED

A. Drug testing will occur prior to clinical placement and annually thereafter. Only drug tests conducted by college-authorized agencies will be accepted. Cost of drug testing will be paid from student fees collected each semester.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS (CONTINUED)

B. In addition to annual drug testing, further testing may be required of the student for reasonable suspicion or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the college or the clinical agency. Cost of drug testing will be paid from student fees collected each semester. For the safety and protection of patients, faculty, staff, and students, the health science program will require a student to submit to a screening for drugs and alcohol, which will be conducted at the college's expense when there is reasonable suspicion to believe that a student is abusing substances. Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college or clinical site of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Conduct inconsistent with the student's normal behavior, or erratic behavior, absenteeism, tardiness, dishonesty, or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.
- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol- or drug-related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation, or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs and alcohol.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS (CONTINUED)

If a clinical agency staff member, student, or college faculty member observes such behavior, it should be immediately reported to the department chair/program director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty, or staff member. Upon such immediate verification, the student shall be informed of and instructed to leave the educational or clinical setting immediately. Such measures will be taken in such a manner as to ensure the privacy of both the reporting individual and the affected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The program director, Dean of Health Sciences, Vice President of Students, or designee of the President will then make an immediate determination if there is reasonable suspicion to screen the student. If the decision is made to screen the student, the Dean of Health Sciences or a designee of the President will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected. A student's failure to consent to the screening will result in immediate termination from the Health Science program.

III. DRUGS TO BE TESTED

All students will be tested for alcohol and the following ten (10) drugs: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone metabolites, oxycodone, opiates, methamphetamines, and propoxyphene. Testing for additional substances may occur based on clinical affiliation agreement requirements.

IV. CONSENT TO DRUG TESTING

A. The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director of the health program.

B. The signed consent form will be maintained in the student permanent record. A copy of the consent form will be maintained with the program director.

C. Students have the right to refuse to consent to drug testing. However, students who decline will be refused access to clinical education facilities and will be unable to achieve the required clinical experiences and objectives of the program. Refusal to submit to drug testing will result in dismissal from the health program and will cause the student to be ineligible for admission to any program in the Health Science Division offered at Wallace State Community College.

V. SPECIMEN COLLECTION

1. The collector shall be a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a college employee.
2. The designated collection site and specimen collection procedures must be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student arrives at the collection site, the collector shall ensure that the student is positively identified as the individual selected for testing. This identification will be done through the presentation of photo identification (ex: driver's license with picture). If the student's identity cannot be established, the collector shall not proceed with the collection until such identification can be made.
4. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.
5. If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed into the clinical setting until negative results are received by the program director.
6. Students absent from announced or unannounced drug testing will be excused under only the most extreme circumstances (e.g. illness, family emergency). The student will be required to provide written verification for such absences. Approval of a verifiable absence is the responsibility of the program director. Students will have to complete the drug testing process within 48 hours of the originally scheduled time. Failure to complete the drug screening as required by Wallace State Community College will prohibit the student from continuing in the program in which they are enrolled or to be admitted to any other program in the Health Science Division at Wallace State Community College. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President for Students Office.

VI. DRUG TESTING LABORATORY

Drug testing for Wallace State Community College Health Science Division students can only be conducted by the college-approved vendor. Only laboratories certified by the U.S. Department of Health and Human Services (HHS) can be used to perform drug testing analysis.

Students enrolled in programs offered totally online or through other distance modalities and who live more than 75 miles from the college campus will contact their respective program director to identify approved alternate drug testing laboratories. Alternate drug testing laboratories will be required to meet the standards set forth in the college's guidelines. Costs of testing at alternate sites above the college's fee structure will be the responsibility of the student. Approval of any alternate drug testing sites must be received prior to testing. Failure to receive approval will result in having to submit to additional testing at an approved site. Student fees will only be used for payment to approved testing sites.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS (CONTINUED)

VII. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. Any positive test result will be reviewed by the Medical Review Officer.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall examine alternate medical explanations for any positive test results. The MRO or designee shall contact the student directly to discuss the test results.

VIII. REPORTING OF DRUG TEST RESULTS

A. Written notification indicating either a positive or negative drug screen shall be provided to the Dean of Health Sciences or health program director. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy, and confidentiality of the information. Wallace State Community College refuses to accept any test result that does not meet the requirements of the policy and guidelines.

B. Whenever possible, report of drug screening to clinical affiliates will be handled by aggregate data reporting. The clinical agency will be notified of individual student drug screening results or provided with copies of drug screening results only when required by clinical affiliation agreement.

C. Negative test results must be kept on file for one year after the student's last date of attendance at the college. Positive test results must be maintained on file for five years after the student's last date of attendance at the college.

IX. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

A. Positive Test

A student with a positive drug test will be dismissed from the health program. A grade of "F" will be recorded if the student does not officially withdraw. The appeal process is outlined in the college catalog in the health science programs of study section. The College reserves the right but has no duty to lift the prohibition against re-enrollment upon consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President of Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS (CONTINUED)

B. Refusal to be Tested

A student's refusal at any point to be tested for drugs will result in dismissal from the health program and forfeiture of any health scholarship. A grade of "F" will be recorded if the student does not officially withdraw. The program director shall be notified of any refusal to be tested. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President for Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

X. PUBLICATION OF POLICY

The college shall include the policy and procedure for Drug Testing of Health Profession Students in the college catalog, on the college's website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution. As stated in the disclaimer in the Wallace State Catalog, college policies are subject to change.

Revised (12/7/10)

ADDENDUM C

Wallace State Community College Health Science Division Background Check Policy

Education of Health Science Division students at Wallace State Community College requires collaboration between the college and clinical affiliates. Education of these students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible from harm. The college wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Student enrolled in health care educational program must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. It is therefore the policy of Wallace State Community College Health Science Division that students enrolling in health profession programs submit to background checks.

Guidelines for Background Check On Health Profession Students

I. Persons to be Tested

Any student who is accepted into any Health Program at Wallace State Community College will be required to undergo a background check annually.

II. Types of Background Checks

Students shall received notification of the requirement for the background check prior to admission and upon admission to a health care program.

The background check may include, but is not limited, to searches, histories, and verifications as indicated below:

- **Positive Identification**
- **Maiden/AKA Name Search**
- **Social Security Number Trace** which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- **Residency History**
- **Education Verification**
- **Employment Verification** which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
- **Healthcare Employment Verification Network Search**
- **Nurse Aide Registry**
- **Professional License/Certification Verification**

II. Types of Background Checks (Continued)

- **Personal References/Interviews**
- **Seven Year Criminal Search** reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
- **Most Wanted List**
- **National Criminal Database Searches**, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- **Adult and Child Abuse/Neglect Registries**
- **National Sex Offender/Predator Registry Search** which includes a search of the state or county repository for known sexual offenders.
- **Misconduct Registry Search**
- **Office of the Inspector General (OIG) List of Excluded Individuals/Entities** which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
- **General Services Administration (GSA) Excluded Parties List Service** identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
- **Executive Order 13224 Terrorism Sanctions Regulations**
- **Government Suspect /Watch List**
- **Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN)** which includes individuals associated with terrorism and Narcotics Trafficking.
- **FACIS Database Searches** includes OIG, GSA, OFAC and other sources.
- **National Healthcare Data Bank Search and Sanction Report** may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- **Fingerprinting and the National Criminal Information Center** which may reveal National Wants and Warrants information
- **International Criminal**
- **Applicable State Exclusion List**
- **Any Other Public Record**

III. Consent

Students must sign the appropriate consent(s) for a background check at the time of admission to a health care program. A copy of the signed consent(s) will be maintained in the permanent student record. The student will provide applicable consent(s) to the vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student.

IV. Background Check Procedure

The background checks will be conducted by a college-designated vendor according to program specific deadlines. **Background checks or Background check Updates performed by any other vendor or agency will not be accepted.** Students reinstated to a program after an absence from program coursework of one semester or more, will have to repeat background testing.

IV. Background Check Procedure (Continued)

Students with completed background checks transferring to or starting another healthcare program with uninterrupted time may be allowed to conduct a **background check update**.

Students enrolled in programs which last longer than one calendar year must have a **background check update** beginning the fall semester of the second year.

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

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the healthcare program director who will determine if the student will be allowed to proceed without the background check. No student will be allowed to attend the clinical experience until the full background check process is completed.

Some clinical affiliates may require an additional background check to fulfill requirements above those required by this procedure. If required, the expense of additional background checks will be the responsibility of the student.

V. Results

Results of the background check will be sent to the health care program director. Designees at the clinical affiliate will be provided with a copy, if requested, of negative results for students assigned to that agency.

The student with a positive background check will be informed of the results by the healthcare program designee and/or background check vendor. The student will be provided with a copy of the background check if the results are positive. No copy will be provided to the student if results are negative.

Students with a positive background check will be denied assignment to a clinical facility pending resolution of the background check finding. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure implications upon graduation from a health program.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by a program advisor as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be securely filed in the office of the health program. The healthcare program designee will have access to the results of the background check.

V. Results (Continued)

Results of any student's background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Any offenses resulting in an arrest which occurs after an initial background check must be reported to the program director within 72 hours of the arrest and a **background check update** will be necessary for continuation in a health program.

ADDENDUM D

Facility Sites & Addresses

<p><u>Brookwood Medical Center</u> Street Address: 2010 Brookwood Medical Center Drive Mailing Address: 2010 Brookwood Medical Center Drive, Birmingham, 35209 Hospital Phone: 205-877-1000 Website: www.bwmc.com County: Jefferson Licensed Beds: 586</p>	<p><u>Gadsden Regional Medical Center</u> Street Address: 1007 Goodyear Avenue Mailing Address: 1007 Goodyear Avenue, Gadsden, 35903-1195 Hospital Phone: 256-494-4000 Website: www.gadsdenregional.com County: Etowah Licensed Beds: 346</p>
<p><u>Children's Hospital of Alabama</u> Street Address: 1600 Seventh Avenue South Mailing Address: 1600 Seventh Avenue South, Birmingham, 35233 Hospital Phone: 205-939-9100 Website: www.chsys.org County: Jefferson Licensed Beds: 275</p>	<p><u>Good Samaritan Health Clinic</u> Street Address: 401 Arnold St. NE Mailing Address: 401 Arnold St. NE, Cullman, AL 35055 Facility Phone: 256-775-1389</p>
<p><u>Crestwood Medical Center</u> Street Address: One Hospital Drive Mailing Address: One Hospital Drive, Huntsville, 35801 Hospital Phone: 256-429-4000 Website: www.crestwoodmedcenter.com County: Madison Licensed Beds: 150</p>	<p><u>Hartselle Medical Center</u> Street Address: 201 Pine Street NW, Hartselle, AL 35640 Hospital Phone: 256-773-6511 Website: County: Morgan Licensed Beds: 150</p>
<p><u>Cullman Regional Medical Center</u> Street Address: 1912 Highway 157 Mailing Address: P.O. Box 1108, Cullman, 35058 Hospital Phone: 256-737-2000 County: Cullman Licensed Beds: 115</p>	<p><u>Huntsville Hospital</u> Street Address: 101 Sivley Road Mailing Address: 101 Sivley Road, Huntsville, 35801 Hospital Phone: 256-265-1000 Website: www.hhsys.org County: Madison Licensed Beds: 901</p>
<p><u>Decatur General Hospital</u> Street Address: 1201 Seventh Street, S.E. Mailing Address: P.O. Box 2239, Decatur, 35609-2239 Hospital Phone: 256-341-2000 Website: www.decaturgeneral.org County: Morgan Licensed Beds: 273</p>	<p><u>Marshall Medical Center North</u> Street Address: 8000 Alabama Highway 69 Mailing Address: 8000 Alabama Highway 69, Guntersville, 35976 Hospital Phone: 256-571-8000 Website: www.mmcenters.com County: Marshall Licensed Beds: 90</p>
<p><u>Decatur General West Behavioral Medical Center</u> Street Address: 2205 Beltline Road Mailing Address: P.O. Box 2240, Decatur, 35609-2240 Hospital Phone: 256-306-4000 Website: www.decaturgeneral.org County: Morgan Licensed Beds: 64</p>	<p><u>Marshall Medical Center South</u> Street Address: Highway 431 North Mailing Address: P.O. Box 758, Boaz, 35957-0758 Hospital Phone: 256-593-8310 Website: www.mmcenters.com County: Marshall Licensed Beds: 150</p>

<p><u>North Alabama Regional Hospital</u> Street Address: 4218 Hwy 31 South Mailing Address: 4218 Hwy 31 South, Decatur, 35603 Hospital Phone: 256-560-2200 County: Morgan Licensed Beds: 74</p>	<p><u>St. Vincent East</u> Street Address: 50 Medical Park East Drive Mailing Address: 50 Medical Park East Drive, Birmingham, 35235 Hospital Phone: 205-838-3000 Website: www.medicalcentereast.com County: Jefferson Licensed Beds: 282</p>
<p><u>Parkway Medical Center</u> Street Address: 1824 Beltline Road, SW Mailing Address: 1824 Beltline Road, SW, Decatur, 35601 Hospital Phone: 256-301-3411 Website: www.parkwaymedicalcenter.com County: Morgan Licensed Beds: 120</p>	<p><u>Trinity Medical Center</u> (formerly Baptist Montclair) Street Address: 800 Montclair Road Mailing Address: 800 Montclair Road, Birmingham, 35213 Hospital Phone: 205-592-1000 Website: www.trinitymedicalonline.com County: Jefferson Licensed Beds: 428</p>
<p><u>Princeton Baptist Medical Center</u> Street Address: 701 Princeton Avenue Mailing Address: 701 Princeton Avenue, Birmingham, 35211 Hospital Phone: 205-783-3000 Website: www.bhsala.com County: Jefferson Licensed Beds: 499</p>	<p><u>University of Alabama Hospital</u> (UAB) Street Address: 619 South 19th Street Mailing Address: 619 South 19th Street, Birmingham, AL 35249-6505 Hospital Phone: 205-934-4444 Website: www.health.uab.edu County: Jefferson Licensed Beds: 908</p>
<p><u>Riverview Regional Medical Center</u> Street Address: 600 South 3rd Street Mailing Address: P.O. Box 268 Gadsden, AL 35999-0268 Hospital Phone: 256-543-5200 Website: www.RiverviewRegional.com County: Etowah Licensed Beds: 281</p>	<p><u>UAB Highlands</u> (formerly Healthsouth) Street Address: 1201 11th Avenue South Mailing Address: 1201 11th Avenue South, Birmingham, AL 35205 Hospital Phone: 205-930-7000 Website: www.health.uab.edu County: Jefferson Licensed Beds: 219</p>
<p><u>St. Vincent Birmingham</u> Street Address: 810 St. Vincent's Drive Mailing Address: P.O. Box 12407, Birmingham, 35202-2407 Hospital Phone: 205-939-7000 Website: www.stv.org County: Jefferson Licensed Beds: 338</p>	<p><u>Walker Baptist Medical Center</u> Street Address: 3400 Highway 78 Bypass Mailing Address: P.O. Box 3547, Jasper, 35502 Hospital Phone: 205-387-4000 Website: www.bhsala.com County: Walker Licensed Beds: 267</p>
<p><u>St. Vincent Blount</u> Street Address: 150 Gilbreath Drive Mailing Address: P.O. Box 1000, Oneonta, 35121 Hospital Phone: 205-274-3000 Website: www.medicalcenterblount.com County: Blount Licensed Beds: 40</p>	

ADDITIONAL AGENCIES USED*

Day Care Centers
Various Doctor's Offices
Cullman County Health Department
Prepared Childbirth Classes
Cullman Developmental Center
Cullman County Nutritional Centers
Hospice of Cullman County
Alabama Dialysis Center
TOUCH
Cullman County Commission on Aging
North Alabama Mental Health Center
Engle Day Treatment-UAB
Margaret Jean Jones Center
Early Childhood Education of the Disabled Child, Cotaco Elementary
Good Samaritan Clinic

*** This is not an inclusive list and is subject to change.**

The faculty reserves the right to make changes or alterations to the health care agencies or facilities used to meet course objectives.

ADDENDUM E

POLICY REGARDING BARRIER PRECAUTIONS

The Wallace State Community College Nursing Department supports the CDC recommendations that health care workers take blood and body fluid precautions with **ALL** patients.

OSHA guidelines and updates are posted on the bulletin board in the nursing laboratory. The following policies are set forth. **ALL STUDENTS WILL:**

- A. Wash hands before and after contact with patients (even if gloves are worn).
- B. Wear gloves when touching blood and body fluids, mucus membranes, or broken skin of all patients (e.g. newborn infant, oral care, catheter management, injections, perineal care).
- C. Wear gloves when handling items or surfaces soiled with blood or body fluids (e.g. soiled bed lines, specimen collection, and bed pans).
- D. Wear gloves when performing an injection, venipuncture or discontinuing an intravenous infusion.
- E. Wear masks, protective eye wear or glasses and protective clothing during procedures that may cause splattering of blood or other body fluids.
- F. Wear gowns, gloves, and protective eye wear while assisting in vaginal or caesarean deliveries and while handling the placenta or the infant until the blood and amniotic fluid have been washed from the skin. Also, wear gloves during post delivery care of the umbilical cord and post partum care of the mother.
- G. Wash hands **IMMEDIATELY AND THOROUGHLY** if they become contaminated with blood or other body fluids (includes, but is not limited to hemovacs, urine, body drainage, N-G tubes).
- H. Place used disposable syringes and needles and other sharp items in puncture-resistant containers for disposal. **DO NOT RECAP OR BREAK DISPOSABLE NEEDLES OR SYRINGES. IF RECAPPING IS UNAVOIDABLE, USE THE ONE-HAND SCOOP METHOD.**
- I. **NEVER** breach the integrity of a sharps container by opening it or attempting to retrieve an item placed in it.
- J. Immediately following any exposure, cleanse area first then notify faculty. Faculty will follow agency and WSCC policy.
- K. Document knowledge of barrier precautions and OSHA guidelines by signing appropriate form.

ADDENDUM F

WALLACE STATE COMMUNITY COLLEGE

Exposure Policy, Procedures, Protocol, and Forms

Purpose: The purpose of this policy is to delineate the procedure to be followed when a student or faculty member in any Health Division Program sponsored by Wallace State Community College has an accidental exposure to tuberculosis, bloodborne pathogens (including but not limited to HIV and HBV), or other harmful agents including but not limited to chemicals, infectious agents, or radiation. These policies are not intended to supersede the student/faculty's responsibility to use standard precautions and/or appropriate safety measures or equipment while on campus or in clinical lab.

Protocol

1. Determine the type of exposure (tuberculosis, bloodborne, other).
2. Initiate appropriate immediate/emergent exposure protocol.
3. Complete concurrent protocol for follow-up care.
4. Complete post-exposure checklist.
5. Forward all appropriate documentation to program director or Dean of the Health Sciences.

****It is the responsibility of the program director to ensure that the policy is followed, that the Dean for the Health Sciences is notified, and that appropriate documentation is completed.**

Health Division
Post-Exposure Management Protocol
Glossary of Terms

1. **HDS**--a health division student currently enrolled in any of the health division programs at Wallace State Community College in which learning activities routinely include contact with patients and/or blood and other body fluids from these patients in a health care or laboratory setting.
2. **PEP**--post-exposure prophylaxis.
3. **Bloodborne pathogen**--pathogenic organisms that are present in blood and blood products and body fluids that may cause disease in humans. May include but is not limited to HBV or HIV.
4. **HBV**--Hepatitis B virus.
5. **HIV**--human immunodeficiency virus.
6. **HCV**--Hepatitis C virus.
7. **Exposure**--any contact with a harmful agent that requires consideration of PEP.
 - a. **Percutaneous**--needlestick or cut with a sharp object.
 - b. **Contact**--with mucus membrane or non-intact skin (chapped, abraded or afflicted with dermatitis).

Exposures are further categorized as to route of exposure, extent of exposure, and duration of exposure as defined below:

- a. Route - percutaneous
 - b. Route - contact
 - c. Route - inhalation - exposure to an airborne, gas or aerosolized agent by breathing.
 - d. Extent - less severe - small amounts of harmful substance involved with a small area of exposure with no penetration of the skin.
 - e. Extent - more severe - moderate amounts of harmful substance involved; can include a penetrating injury if no injection of agent occurs.
 - f. Extent - extensive - large amounts of potentially harmful substance and/or an exposure over a wide area of the body surface or via a deep penetration of the skin.
 - g. Duration: short - exposure for less than one minute.
 - h. Duration: moderate - exposure for 1 - 4 minutes.
 - i. Duration: prolonged - exposure for greater than five minutes.
8. **Blood**--human blood or components (i.e., platelets, packed red cells, etc.) or products made from blood.
 9. **Body fluids**:
 - a. semen or vaginal secretions, or any other body fluid contaminated with visible blood that have been implicated in the transmission of HIV.
 - b. cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluid which have an undetermined risk for transmitting HIV.
 10. **Contaminated**--the presence or reasonable anticipated presence of blood or other infectious material on an item or surface.
 11. **Contaminated material**--any laundry, linens, dressings, breakage, paper, equipment or other items which have been or may have been exposed to infectious material and which require disposal according to hazardous waste guidelines.
 12. **Direct contact**--contact with blood or body fluids during which barrier protection was either not used or was ineffective in protecting skin or mucus membranes.

Glossary of Terms (Continued)

13. **Harmful agent**--includes but is not limited to any chemical, infectious material, or radiation which has the potential to result in immediate and/or long-term harmful effects to the exposed individual.
14. **Other potentially contaminated or infectious material**--all human body fluids, especially saliva when oral trauma has or is suspected to have occurred, that is visibly contaminated with blood; all body fluids in situations where differentiation between body fluids is difficult or impossible.
15. **Parenteral**--a route which allows organisms or substances to enter the bloodstream; includes but is not limited to pierced mucus membranes or skin which is no longer intact due to needlestick, human or animal bites, insect stings, cuts or abrasions.
16. **Sharps**--any object which can penetrate the skin including but not limited to needles, scalpels, broken glass, torn metal, weapons, exposed ends of wires, blades, or scissors.
17. **Source individual**--any individual whose blood or potentially infectious materials may be the source of exposure for the HDS.
18. **Standard Precautions**--the procedures which delineate the way the HDS/health care worker treats human blood, blood components, blood products, or body fluids as if they are known to be infectious.
19. **Tuberculosis**--a chronic infection, most often respiratory, generally transmitted by inhalation or ingestion of infected droplets.

Post-Exposure Management Protocol for Bloodborne Pathogens

Purpose: The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member in any Health Division program at Wallace State Community College has an accidental exposure to a bloodborne pathogen while participating in any college activity. At all times, it is the student/faculty's responsibility to use standard precautions.

Immediate/Emergent Procedures

1. Immediately cleanse the affected area with soap and water.
2. If the skin has been punctured, bleeding should be encouraged if not excessive.
3. If the mucus membrane has been splashed, irrigate copiously with water. **Do not use caustic agents such as bleach to flush the skin or mucus membranes.**
4. Provide applicable first aid.
5. Immediately report exposure to faculty and/or preceptor.
6. Faculty/preceptor will fill out the appropriate risk management report (clinical agency and college) and institute the agency procedure for exposure.
7. Refer the exposed individual to the agency emergency room, private physician, or local Public Health Department for PEP advisement **within 2 hours of exposure.**

*****All expenses related to testing and PEP are the sole responsibility of the student.**

Concurrent Procedures for Faculty/Preceptor

1. Document the exposure on the appropriate risk management forms for the agency and college.
2. Identify and document the source individual, unless not feasible or prohibited by state or local law.
3. Test the source blood after consent is obtained to ascertain HBV, HCV or HIV infectivity.
4. If consent is unobtainable, document that legally required consent cannot be obtained.
5. If consent is not needed, then test the source blood as soon as possible.
6. If source status for HBV, HCV and/or HIV is known to be positive, then source testing is not necessary. However, collect information about the source's stage of infection (e.g., asymptomatic or AIDS), CD4+, T-cell count, viral load testing, and current and previous antiretroviral therapy. Send information with the exposed individual for evaluation for PEP. If information is unavailable, **do not delay PEP. The regimen, if instituted, can be adjusted if information is available at a later time.**
7. Collect a blood sample for baseline testing from the exposed individual and send for testing if consent is obtained. If consent for HIV serologic testing is not obtained at this time, have the agency preserve the sample for 90 days.
8. Inform the exposed individual of the outcome of source testing.
9. Complete the post-exposure checklist.

Bloodborne Pathogen Exposure Report Form

Student's Printed Name _____ Student # _____

Date of Exposure _____ Time of Exposure _____

Exposed Student's Program of Study _____

Agency where exposure occurred: _____

Brief description of the exposure: Circumstances related to the exposure; blood/body fluids to which the student was exposed; contributing factors such as sharp devices.

Details of the exposure: Type/amount of fluid; severity of exposure; volume of fluid injected if any; volume and duration of contact for skin/mucus membrane exposure.

Personal protective equipment in use at time of exposure: (gloves, mask, gown)

Source description:

- A. HIV status specifically HIV positive: stage of disease, history of antiretroviral therapy, viral load if known.
- B. HBV status - include results of appropriate testing.
- C. HCV status - include results of appropriate testing.
- D. Description of any other potentially infectious diseases from source.

Follow-up: WSCC accident/incident report, testing, PEP recommendations, Public Health department report, agency follow-up

Student Signature _____ Date _____

WSCC Faculty signature _____ Date _____

Post-Exposure Management Protocol for Harmful Agents

Purpose: The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member at Wallace State Community College has an accidental exposure to a harmful agent while participating in any college sponsored activity. At all times, it is the student/faculty's responsibility to use standard precautions, safety equipment for safety procedures.

Immediate/Emergent

1. See immediate assistance from supervisory personnel.
2. Institute agent-specific first aid if appropriate (i.e., flushing copiously for chemical splashes, etc.).
3. Refer student/faculty **immediately** to the ER for follow-up care as indicated.

*****All expenses related to transport and care are the sole responsibility of the student.**

Concurrent Procedures for Faculty/Preceptor

1. Document exposure on the appropriate risk management forms for the agency and college.
2. Forward copy of agency risk management form and college form to appropriate faculty or program director.
3. Faculty/program director will immediately institute appropriate follow-up if indicated such as notification of the Public Health Department.
4. Complete the post-exposure checklist.

Harmful Agent Exposure Documentation Form

Student's Printed Name _____ Student # _____

Date of Exposure _____ Time of Exposure _____

Exposed Student's Program of Study _____

Agency where exposure occurred: _____

Brief description of the exposure: Type and source of exposure; circumstances related to the exposure; contributing factors.

Details of the exposure: Extent, severity, and duration of exposure.

Personal protective equipment in use at time of exposure: (gloves, mask, gown, lead apron)

Source description: Disease state and extent if exposure to infectious agent; MSDS classification if chemical; type of radiation if appropriate.

Description of exposed student/faculty: Baseline testing; any symptoms demonstrated.

PEP: Treatment if indicated.

Reporting: WSCC accident/incident report, Public Health department if required, personal physician if seen

Student Signature _____ Date _____

WSCC Faculty signature _____ Date _____

Post-Exposure Management Protocol for Tuberculosis

Purpose: The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member at Wallace State Community College has an accidental exposure to a tuberculosis while participating in any college sponsored activity. At all times, it is the student/faculty's responsibility to use standard precautions, safety equipment or safety procedures.

Emergent

1. Document the exposure per agency and college policy.
2. Upon notification or discovery of exposure to TB, the student/faculty member must report to the local Public Health Department. Reporting **must** be within **1 week** of notification or discovery.
3. Complete the initial post-exposure PPD per Public Health Department policy. **If the exposed individual has a positive baseline PPD, then Public Health Department policy must be followed.**
4. Return a copy of the initial PPD results to the appropriate program director.
5. Complete the post-exposure checklist.

Follow-up Protocol

1. Complete the follow-up PPD at **12 weeks** according to Public Health Department policy.
2. Return 12-week PPD results to appropriate program director.
3. Follow all recommendations of the Public Health Department for PEP.
4. Ensure that the program director is provided with the results of any and all testing and recommendations for PEP.

***The Public Health Department provides testing free of charge in exposure situations. Should the individual choose to be seen by any other health professional / agency, all expenses are the sole responsibility of the student.**

Tuberculosis Exposure Documentation Form

Student's Printed Name _____ Student # _____

Date of Exposure _____ Time of Exposure _____

Exposed Student's Program of Study _____

Agency where exposure occurred: _____

Brief description of the exposure: Source of exposure; circumstances related to the exposure; contributing factors.

Details of the exposure: Extent, severity, and duration of exposure.

Personal protective equipment in use at time of exposure: gloves, mask, gown

Source description: Disease state and extent if exposure.

Description of exposed student/faculty: Baseline testing.

PEP: Treatment if indicated.

Reporting: WSCC accident/incident report, Public Health department, personal physician if seen

Student Signature _____ Date _____

WSCC Faculty signature _____ Date _____

Post Exposure Checklist

Student/Faculty Printed Name _____ Date _____

Program of Study _____

Reported to: _____

Type of exposure (circle or list):

Bloodborne Pathogen Tuberculosis Other harmful agent: _____

1. Post-exposure management protocol initiated
2. Student/faculty PEP evaluation initiated according to protocol
3. Risk management form completed (college)
4. Risk management form completed (agency)
5. Source specimen(s) collected if indicated
6. Student/faculty specimen(s) collected if indicated
7. Student/faculty provided results of source blood test **OR**
 - *Consent from source unobtainable **OR**
 - *Testing unnecessary due to previously positive status
8. Documentation forwarded to Public Health Department if indicated
 - a. Baseline PPD for TB exposure
 - b. 12 week PPD for TB exposure
 - c. Chest x-ray, if indicated
 - d. Appropriate prophylaxis for TB if indicated
9. Documentation on file in Program Director's Office

Date _____

Student Signature/Printed Name _____

Faculty/Preceptor Signature _____

ADDENDUM G

THE ALABAMA COLLEGE SYSTEM NURSING PROGRAMS ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

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

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

- 1) Sensory Perception
 - a) Visual
 - i) Observe and discern subtle changes in physical conditions and the environment
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
 - b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others
 - c) Tactile
 - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
 - d) Olfactory
 - i) Detect body odors and odors in the environment

ESSENTIAL FUNCTIONS (Continued)

- 2) Communication/ Interpersonal Relationships
 - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - 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
 - a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
 - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives

- 4) Motor Function
 - a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - c) Maintain balance from any position
 - d) Stand on both legs
 - e) Coordinate hand/eye movements
 - f) Push/pull heavy objects without injury to client, self or others
 - g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - h) Walk without a cane, walker or crutches
 - i) Function with hands free for nursing care and transporting items
 - j) Transport self and client without the use of electrical devices
 - k) Flex, abduct and rotate all joints freely
 - l) Respond rapidly to emergency situations
 - m) Maneuver in small areas
 - n) Perform daily care functions for the client
 - o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - p) Calibrate/use equipment
 - q) Execute movement required to provide nursing care in all health care settings
 - r) Perform CPR and physical assessment
 - s) Operate a computer

5) Professional Behavior

- 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) Not to 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 clinicals and remain for 6-12 hours on the clinical unit
- n) Provide nursing care in an appropriate time frame
- o) Accepts responsibility, accountability, and ownership of one's actions
- p) Seek supervision/consultation in a timely manner
- q) Examine and modify one's own behavior when it interferes with nursing care or learning

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

Requests for reasonable accommodations should be directed to Lisa Harris, Director of Special Populations, at 256.352.8052 or at lisa.harris@wallacestate.edu.

ADDENDUM H

DEPARTMENT OF NURSING EDUCATION

Projected Program Expenses

The following is a list of expenses that can be expected throughout the Nursing program. The one-time only expenses **are not** all due at the beginning of the program. Keep in mind that these **expenses are estimates only** and may vary (i.e., physical exam, immunizations, transportation costs, etc.).

	<u>ADN (RN)</u>	<u>PN (LPN)</u>
<u>ONE TIME ONLY EXPENSES</u>		
TEAS-V Exam	40.00	40.00
Physical exam (Yearly)	75.00	75.00
Immunizations	250.00	250.00
Background Check	67.00	67.00
Uniforms	120.00	120.00
Equipment (stethoscope, etc.)	75.00	75.00
Lab skills pack	75.00	75.00
Graduation fee	60.00	60.00
Pictures	25.00	25.00
State Board and Licensing fee	285.00	275.00
<u>EXPENSES PER SEMESTER</u>		
Drug Testing Fee (Per semester)	13.25	13.25
Tuition	1,500.00 _±	1,500.00 _±
Books	600.00 _±	600.00 _±
Clinical expenses (transportation, parking, meals, etc.)	varied	varied
Standardized Testing Fee	130.00 _±	150.00 _±
Insurance (liability & accident)	11.50	11.50
Insurance (Major Medical)	Student responsible for individual purchase	

***STANDARDIZED TESTS**

The Department of Nursing Education requires students to participate in a standardized testing program to assist in evaluating achievement of the content of the courses throughout the curriculum. Included in this testing program are:

1. Examinations to evaluate areas that are essential for academic success.
2. Diagnostic and Achievement Tests help to identify your strengths and areas which need remediation in comprehending the content of the courses.
3. Pre-RN/PN Examination (mock licensure exam) provides reliable predictors of success for the NCLEX exam.
4. Specific examinations may be required as a part of progression in identified nursing courses.

Health Science Division Professional Code of Conduct

Acknowledgement and Consent

I have carefully read the Wallace State Community College Health Science Division Professional Code of Conduct and hereby declare that I will adhere to this code from the time of signing and throughout my enrollment in a health program at Wallace State Community College.

Student Signature

Witness Signature

Student Printed Name

Witness Printed Name

Date

Date

CONSENTS

This is to confirm that I, _____, have read the Philosophy, Conceptual Framework and Program Objectives of the Department of Nursing Education of Wallace State Community College. I have also read the Nursing Student Handbook regarding behavior and academic and clinical expectations. I AGREE TO ABIDE BY THESE POLICIES.

Failure to comply with any of these policies may result in dismissal from the Nursing Program.

1. I have read the synopsis of Public Law # 201-141. I agree to abide by the regulations of the law.
2. I agree to have my test grade posted via Blackboard by my student number.
3. I agree to abide by the rules for use of the computer laboratory. I will not use any DVDs or CD's other than those supplied by the DNE or the college.
4. I have viewed any appropriate videos on universal precautions and OSHA guidelines and read the barrier precaution policies and agree to abide by these policies.
5. Upon assignment to the clinical facilities, I will read the barrier precaution policies and clarify any discrepancies with the instructor.
6. I understand that as part of fulfilling clinical hours, students may be required to travel to the nearest available facility which may be a few hours in some instances. All travel expenses including parking expenses at some facilities are the responsibility of the student.
7. I understand that under the clinical contract between the clinical facility and the college, students may not file suit against the facility.
8. I understand that some clinical agencies require proof of individual student's health insurance. Proof of coverage for all students is required at the beginning of each semester. Students are also required to notify the Department of Nursing Education immediately of any change in health insurance coverage.
9. I understand clinical assignments that are made by the clinical coordinator or program director. I shall not, with the exception of reporting tardiness or absence, contact the clinical agency without going through the proper chain of command. I understand that failure to abide by this policy can result in dismissal from the program.
10. I understand that if my name is on the Abusive Caregiver List, then I am ineligible under the Omnibus Reconciliation Act to provide patient care in any clinical facility which receives Medicare/Medicaid funding. This will severely limit my assignment to clinical agencies, and may result in my inability to meet course objectives and/or write the NCLEX-RN/PN (as determined by the ABN).
11. I understand that I will submit a background check prior to clinical agency assignment.
- I. I understand that I may be prohibited from a specific clinical agency based on the outcome of the background check.

Date

Student's Signature

Student Number

Student's Name Printed

Program

Parent's/Legal Guardian's Signature
(If student is a minor)

**Health Science Division
HIPPA Policy**

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 includes provisions that protect the security and confidentiality of health information.

Any information communicated by a patient to a health care provider is considered privileged communication, which means it is private. Any information obtained by a health care student/worker by any means, i.e. via electronic form, written form, observation, etc. is considered confidential.

A breach of confidentiality occurs when patient information is disclosed to others who do not have a right to access the information. Disclosure of private patient information to unauthorized individuals is a violation of the federal law – HIPAA.

It is a violation of HIPAA to access patient information outside your scope of work as a student.

You will be required to complete more in depth HIPAA training as part of your clinical orientation. By signing below, you are acknowledging understanding of the basics of HIPAA confidentiality and agreeing to abide by HIPAA privacy rules by maintaining confidentiality in regard to patient information you have access to in on campus and clinical settings.

Student Signature

Student Printed Name

Date

Clinical Attendance and Make up Policy

Students are expected to attend all scheduled clinical experiences unless the student is febrile, has a contagious illness, or has sustained a loss of required Essential Functions. Regardless of the reason for missing a clinical there will be a required make up assignment. Students are to notify their clinical instructor within one hour of the clinical arrival time that they will be unable to attend. Students are also to notify the Clinical Coordinator by email the day that the absence occurs. Failure to notify the clinical instructor and Clinical Coordinator appropriately will constitute a Clinical Unsatisfactory under Personal Responsibility.

One clinical absence will constitute the need for a make-up assignment. The make-up assignment will include a five- page double-spaced paper with a minimum of three references listed on bibliography page using MLA format on a course module that the student did not understand clearly or test well on. In addition to the paper the student will be required to present, not read, a 20-minute Power Point presentation with a minimum of 20 slides to available faculty at the end of the semester. The assignment must include a brochure/handout designed by the student and a copy of the outline of the Power Point presentation. Please dress professionally. Presenting, not reading, will assist the student in knowing and remembering the content from the selected module. Students may not attend another clinical day to make up the first absence; the above assignment is required for the first absence regardless of the reason.

Two clinical absences will constitute the need for the above make-up assignment plus attendance at a make- up clinical at an appropriate facility to be assigned by the clinical coordinator. Students may not make up clinical with their instructor while he/she is on duty at the clinical facility. Per State Board Policy, an instructor may not supervise more than eight students total per clinical.

Clinical absences greater than two (**three or more**) per semester will constitute **failure** to meet the clinical objectives of the assigned course and the student will receive a grade of “D” in the assigned course. Students who arrive at clinical with a fever, contagious illness, or impairment of required Essential Functions will be sent home and will receive a clinical Unsatisfactory under Personal Responsibility for arriving to clinical in a condition compromising the potential safety of the client.

My signature indicates that I fully understand and agree to comply with this Clinical Policy.

Student Signature

Witness Signature

Student Printed Name

Witness Printed Name

Date

Date

Clinical Responsibility and Confidentiality Statement

In discharging my Program responsibilities at the Healthcare Facility, I, the undersigned, agree as follows:

1. To abide by the Policies, Procedures, By-Laws, Rules and Regulations of the Facility and Medical Staff and that I will not disrupt, interfere with or adversely affect the operation and services of the Facility.
2. To comply with all applicable federal, state and local statues and all regulations and guidelines of applicable accrediting bodies in connection with the performance of Program activities:
3. To comply with my responsibility under applicable Federal law and this Agreement to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of the Facility, except as required by law or as authorized by the Facility:
4. To obtain prior written approval from the Facility and School before publishing any materials relating to the Program:
5. To be certified in Cardio-Pulmonary Resuscitation (CPR) and provide the Facility with evidence of same if in clinical area:
6. To obtain/ maintain medical insurance while in the nursing program.
7. That for and in consideration of the benefits provided me in the Agreement in the form of experience in evaluation and treatment of patients of the Facility, I and my heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by me while participating in Program operated by School at the Facility unless such injury or loss arises solely out of the Facility's gross negligence or willful misconduct:
8. That I am to be treated as a trainee who has no expectation of receiving compensation or future employment from the Facility or School.

Student Signature

Witness Signature

Student Printed Name

Witness Printed Name

Date

Date



Health Science Division

CONSENT TO ALCOHOL AND DRUG TESTING

I have received and carefully read the Drug Testing Policy and fully understand its contents. I understand that by enrolling in a health profession program, I will be required to submit to mandatory drug testing. I voluntarily agree to submit to specimen collection for analysis for alcohol and drug use. I understand that my continued participation in the health profession program is conditioned upon satisfaction of the drug testing requirement through the college designated vendor. **I further understand that if I have a positive drug screen or if I refuse to consent to mandatory testing, both announced and unannounced, that I will be dismissed from the health program. A grade of "F" will be recorded for the course(s) if I do not officially withdraw.** The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President for Students Office. The appeal process is outlined in the college catalog in the Health Science Programs of Study section.

I further agree and consent to the disclosure of results of drug testing and their release to the Dean of Health Sciences, program director, and appropriate clinical representative(s) in order that my eligibility to participate in the required clinical activities can be determined.

Date

Student's Signature

Student Number

Student's Name Printed

Program Director

Parent's/Legal Guardian's Signature
(If student is a minor)

Program

Background Check Consent and Release Form

I have received and carefully read the Background Check policy and fully understand its contents. I understand that the healthcare program to which I am admitted requires a background check to comply with clinical affiliate contracts. By signing this document, I am indicating that I have read and understand Wallace State Community College's policy and procedure for background checks. I voluntarily and freely agree to the requirement to submit to a Background Check and to provide a negative Background Check prior to participation in clinical learning experiences. I further understand that my continued participation in the healthcare program is conditioned upon satisfaction of the requirement of the Background Check with the vendor designated by the College.

I understand that if I have a positive Background Check and I am denied access to clinical learning experiences at the clinical affiliate(s), that I will be dismissed from the program. A grade of "F" will be recorded for the course(s) if I do not officially withdraw.

I further understand that any offense resulting in an arrest occurring after my admission into a healthcare program must be reported to the program director within 72 hours of the arrest or I will be subject to dismissal from the program.

A copy of this signed and dated document will constitute my consent for release of the original results of my Background Check to the College. I direct that the vendor hereby release the results to the College. A copy of this signed and dated document will constitute my consent for the College to release the results of my background check to the clinical affiliate(s)' specifically designated person(s). I direct the College to hereby release the results to the respective clinical affiliate(s).

I agree to hold harmless the College and its officers, agents, and employees from and against any harm, claim, suit, or cause of action, which may occur as a direct or indirect result of the background check or release of the results to the College and/or the clinical affiliates.

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

I agree to abide by the aforementioned policy. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone. I hereby authorize the College's contracted agents to procure a background check on me. I further understand this signed consent hereby authorizes the College's contracted agents to conduct necessary and/or periodic background checks as required by clinical affiliates.

Student Signature

Witness Signature

Student's Printed Name

Witness Printed Name

Parent's/Legal Guardian's Printed Name

Parent's/Legal Guardian's Signature

Date

Date