
WALLACE COMMUNITY COLLEGE



PRACTICAL NURSING
STUDENT POLICY MANUAL

Effective: August 2014

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WELCOME

Welcome to the Wallace Community College (WCC) Practical Nursing (PN) program! You have set your goal to become a Licensed Practical Nurse and have begun a course of study that will take you through concentrated work to successfully achieve your ambition. Your instructors are a major resource and will arrange many learning opportunities for you. Success, however, will depend largely upon how much initiative you demonstrate in utilizing these learning opportunities. You cannot begin too soon establishing the habit of self-directed study in nursing education.

The faculty and staff welcome you to the program and wish you success in your endeavors.

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HISTORY

The Wallace Campus PN program was started in February 1952 with one instructor and 15 students. From 1955-1958, the Wallace Hall nursing building functioned as a classroom, as well as, dormitory for female nursing residents. Frazier-Ellis Hospital was the only clinical facility used until 1958 when Jackson Hospital in Montgomery, Alabama was added for pediatric clinicals. A second instructor was added to the faculty in 1960. In 1970, the PN program expanded and additional faculty and students were added.

In 1980, a new health building was constructed and the PN program was moved. As the PN program grew, an additional health building was constructed in 1990, and presently houses the PN program. This building was official named Rane Hall in 2007 in honor of Michael G. Rane, business leader and health care advocate.

In 1985, the PN program was expanded to include a day program at the Fort Rucker Army Base. The base is located about 20 miles from the Wallace Campus. Due to economic factors, a decision was made to no longer offer classes at the Fort Rucker Center after August 13, 2010.

The Sparks Campus PN program opened concurrently with the Sparks Trade School in July 1966. In preparation for the proposed merger and under direction of the Alabama Board of Nursing, the Sparks State Technical College PN program closed on May 15,

2000. Students enrolled at that time transferred to WCC's Sparks Campus in Eufaula Summer 2000.

APPROVAL/ACCREDITATION

The PN program is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The Alabama Board of Nursing and the Accreditation Commission for Education in Nursing can be contacted at:

Alabama Board of Nursing

RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, Alabama 36104
Telephone (334) 242-4060 Fax (334) 242-4360
Website: <http://www.abn.state.al.us>

Accreditation Commission for Education in Nursing

3343 Peachtree Road, NE, Suite 850
Atlanta, Georgia 30326
Telephone: (404)-975-5000 Fax (404) 975-5020
Website: <http://www.acenursing.org>

STANDARDIZED CURRICULUM

As directed by the Department of Postsecondary Education, a standardized state-wide nursing curriculum was implemented fall 2005. This curriculum is consistent among all practical nursing programs in the state. Additionally, a standardized state-wide nursing philosophy and organizing framework were adopted and implemented.

PHILOSOPHY

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

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

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

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

Threads Integrated Throughout Curriculum

1. Critical Thinking
2. Communication
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 schematic diagram presented on the following page is designed to show the complete picture of the program of learning. The description of the schematic drawing of The Alabama Community College System nursing programs is 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 visualize 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 of 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.



OBJECTIVES

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

1. Demonstrate competency while performing basic nursing skills for individuals with health alterations in a variety of health care settings.
2. Apply therapeutic communication techniques while providing nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process while providing holistic nursing care to clients throughout the lifespan.
4. Utilize critical thinking skills while formulating a plan of care for clients with selected health alterations in a variety of health care settings.
5. Utilize a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of health care settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with roles of the practical nurse upon entry into practice.

PRACTICAL NURSING STUDENT ASSOCIATION

ASPN (Association of Student Practical Nurses) is WCC's practical nursing student association. All students enrolled in the PN program are members of ASPN. ASPN is involved in several projects and campus events. Membership reflects a commitment to ones professional development.

STUDENT SUCCESS

The Practical Nursing Division is committed to the success of every student. To facilitate success throughout the program, the College offers resources for each student to succeed. Learning resources include the Learning Resources Center, skills laboratory, computer laboratory, The Health Sciences Resource Center (HSRC), tutoring, and TRiO Student Support Services.

GENERAL POLICIES AND INFORMATION

Admission Policy

Minimum admission standards:

1. Unconditional admission to the college.
2. Receipt of completed application for the Practical Nursing Program.
3. A minimum of 2.50 GPA for the last 24 hours of college credit for students with previous college work.
4. Eligibility for English 101 and Math 116 as determined by college policy.
5. Good standing with the college.
6. Meeting the essential functions or technical standards required for nursing.
7. Completion of the ATI Test of Essential Academic Skills, Version Five (TEAS-V®) taken within three years of the application deadline.

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

Progression Policy

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

1. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**.
4. If the student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the

Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Definitions:

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

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

Transfer Policy

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

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree / certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
8. Student selection for transfer is based on GPA in nursing program required courses.

Transient Student Policy

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

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.

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

ADN Transfer to PN Program

Associate Degree nursing (ADN) students may apply for admission to the third semester of the Practical Nursing (PN) program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR103, NUR104, NUR105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the PN program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option:

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

Auditing Policy

There shall be no auditing allowed for any Health Science Classes.

Location/Course Availability

Students need to be aware that a minimum number of students are needed for each course section and at each location for classes to be considered. Therefore, placement and progression at a specific site is not guaranteed. If at all possible, consolidation measures will be utilized to prevent and/or decrease any delay in student progression.

Student Academic Grievances

The College has established policies and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedures. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Division Director.
3. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Instructional Associate Dean.
4. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Dean, Instructional Affairs. The Dean will have 5 instructional days to review the case and attempt to find an equitable solution. If still not satisfied, move to step 5.
5. The student should read the *Judgments* section of this policy carefully before contacting the Dean, Student Affairs and Sparks Campus for a hearing before the Admissions and Academic Standards Committee.
6. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student may take a grievance in writing to the Dean, Student Affairs and Sparks Campus and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 instructional class days of the term following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

Incomplete Grades

Refer to current College Catalog-Student Handbook.

Attendance

Classroom

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all materials covered in class and for any assignments made in class. The attendance policy for each course is located in the course syllabi and will be discussed at the beginning of each term.

Clinical

Clinical attendance is mandatory as students must meet the required clinical hours for each course. It is expected the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to call the instructor or the assigned unit at least 60 minutes prior to the beginning of the clinical experience. If the student is to be late, the instructor or assigned unit should be notified as soon as possible. Chronic tardiness is not tolerated. Refer to specific attendance policies in each course with a clinical component.

Inclement Weather

Students should listen for closing announcements on local radio and TV stations. Emergency announcements can also be found on the WCC web site (www.wallace.edu). If clinical is canceled due to inclement weather, every effort will be made to notify students in a timely manner. In the event the College is closed for day classes, all scheduled day clinicals are canceled. If the College is open for evening classes then evening clinicals will be held as scheduled. Since students reside in various locations with differing weather patterns and road conditions, it is the responsibility of the student to determine if he/she can travel safely to the clinical site. Clinicals may be rescheduled as deemed necessary.

Health Policy

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students not expose clients or agency personnel to communicable disease or safety risk due to the student's inability to handle the physical or psychological stress of client care.

PN students must provide validation of health and documentation of up-to-date immunization status in order to participate in clinical experiences. Student Health Forms must be completed and turned in to the Practical Nursing Program Office (Rane Hall, Room 100 on the Wallace Campus in Dothan) by the announced deadline. The student is responsible for the cost of any medical evaluation, titers, immunizations, and/or treatment.

The following are required for all students:

1. **Essential Functions / Physician's Statement** - The *Essential Functions / Physician's Statement Form* must be signed by the student and signed by a physician, physician's assistant, or a nurse practitioner. Students returning to the PN program after an absence of one year must update the *Essential Functions / Physician's Statement Form*.
2. **PPD or Tuberculosis (TB Skin Test)** – Documentation of a two-step TB skin test, consisting of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. TB skin tests are good for a period of one (1) year from the administration date. An annual one-step TB skin test will be required thereafter. Students who have tested positive for TB in the past or who are unable to receive the TB skin test must submit documentation of a clear chest x-ray. Completion of an annual *Tuberculosis Questionnaire* will also be required.
3. **Hepatitis B Titer** – Documentation of titer results for Hepatitis B. Results must be within the past twenty (20) years. If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Hepatitis B Vaccination Release / Waiver Form*. **Titer results are required. Vaccination records will NOT be accepted in place of titer results.**
4. **MMRV Titers** – Documentation of titer results for MMRV – Measles (Rubeola), Mumps, Rubella, and Varicella (Chicken Pox). If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Measles, Mumps, Rubella, Varicella Release / Waiver Form*. **Titer results are required. Vaccination records will NOT be accepted in place of titer results.**
5. **Tetanus Vaccination** – Documentation of tetanus vaccination within the last ten (10) years.

Students will not be allowed to attend clinical if immunizations and titers are not current.

CPR Certification

Students must maintain current cardiopulmonary resuscitation certification throughout the PN program in order to participate in clinical experiences. Certification must be American Heart Association Basic Life Support (BLS) for Health Care Providers (CPR/AED) or American Red Cross CPR for Professional Rescuer. Students have two options for obtaining this certification:

1. It may be taken through the College by registering for EMS 100 prior to or concurrent with NUR 102.
2. It may be taken at any other approved agency or facility. Proof of successful completion must be presented prior to registration for NUR 102.

Health Insurance

WCC does not provide health insurance coverage for students. Students are financially responsible for any accident, illness or injury occurring in the clinical setting or college laboratory. This includes any follow-up testing or treatment mandated by the program or clinical agency. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.* Health insurance coverage is strongly recommended. If you cannot provide proof of insurance, you will be required to sign a waiver that will remain on file in the PN office.

It is the student's responsibility to notify the appropriate nursing faculty member of any changes in the student's health status (i.e., pregnancy, communicable disease, major illness, surgery, or injury). Additional examinations, with documentation of results by a licensed physician (MD or DO), PA or CRNP, may be required prior to returning to clinical.

Liability Insurance

Students are required to maintain professional liability (malpractice) insurance coverage through the College's blanket policy. A fee is paid at registration each semester a student is enrolled in a course with a clinical component. This coverage applies while a student is enrolled in the nursing program and is functioning as a student nurse. Upon graduation, the student is responsible for his/her continuing insurance coverage.

Essential Functions

The Alabama Community 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 the following:

Sensory Perception	<ul style="list-style-type: none"> a) Visual <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics. d) Olfactory <ul style="list-style-type: none"> i) Detect body odors and odors in the environment
Communication/ Interpersonal Relationships	<ul style="list-style-type: none"> 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
Cognitive/Critical Thinking	<ul style="list-style-type: none"> a) Effectively read, write, and comprehend the English language b) Consistently and dependably engage in the process of critical <u>thinking</u> 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

Motor Function	<ul style="list-style-type: none"> a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others c) Maintain balance from any position d) Stand on both legs e) Coordinate hand/eye movements f) Push/pull heavy objects without injury to client, self or others g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities 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
Professional Behavior	<ul style="list-style-type: none"> a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client c) Handle multiple tasks concurrently d) Perform safe, effective nursing care for clients in a caring context e) Understand and follow the policies and procedures of the College and clinical agencies f) Understand the consequences of violating the student code of conduct g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing i) 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 liability to perform the essential functions.

Requests for reasonable accommodations should be directed to Dr. Thomas Maple for the Wallace Campus (334-556-2616) or Mr. Earl Bynum for the Sparks Campus (334-687-3543 ext 4270).

Background Screening

Wallace Community College Background Screening Policy for Students in the Health Sciences

I. Policy Purpose

- A. Education of Health Science students at Wallace Community College requires extensive collaboration between the institution and its clinical affiliates.
- B. The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.
- C. The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

II. Standards of Conduct and Enforcement Thereof

- A. Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.
- B. Student enrolled in a health program at Wallace Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.
- C. Wallace Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

III. General Guidelines

- A. Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Wallace Community College will be required to undergo an initial background screen.
- B. Types of screening to be conducted
 - 1. Social Security Number Trace / ID Search to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.
 - 2. Unlimited County Criminal Record Verifications to identify criminal convictions for all names and addresses revealed on the Social Security Trace.
 - 3. The Alabama Statewide Search includes criminal convictions since 1987. These records contain information submitted to the State by courts from each county to other criminal justice agencies.
 - 4. FACIS (Fraud and Abuse Control Information System) Database Searches to identify adverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and

debarments to letters of reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.

- a) Office of the Inspector General (OIG) List of Excluded Individuals/Entities identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
 - b) General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
 - c) Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.
 - d) National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.
5. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.
 6. Professional License, Certification, or Designation Verification confirms validity of professional license(s) claimed by an individual. Verification usually consists of license type, date of issuance, expiration date, current standing and existing restrictions, if any, on the license. Disciplinary actions or suspensions may also be disclosed based on availability from the licensing authority.

IV. Student Guidelines

A. Consent

1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.
2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.
3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file.
4. An *Acknowledgement of Receipt of the Background Screening Policy for Students in the Health Sciences* form containing appropriate signatures must be submitted and a copy kept on file in the applicable health program student file.

B. Procedure Policies

1. Background screens will be scheduled and conducted by a College-designated vendor in accordance with program specific admission deadlines and/or semester start dates. Background screens performed by any other vendor or agency will not be accepted.
2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College-approved vendor.

3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.
 - a) Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.
 - b) Any expenses not applicable to financial aid resources must be provided by the student.
4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.
 - a) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
 - b) If the student does not officially withdraw, applicable procedures will be applied, including the use of a “never attend (NA),” “cease to attend (CA),” or “withdrawal failing (WF)” designation.
5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the Associate Dean, Health Sciences. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

V. Results

- A. Results of background screening are confidential and will be released only to the individual student and to the approved College designee.
- B. If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.
- C. Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.
 1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:
 - a) Certain convictions or criminal charges which could jeopardize the health and safety of patients.
 - (1) Crimes against the person, such as battery or assault
 - (2) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement
 - (3) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances.
 - b) Sanctions or debarment.
 - c) Felony or repeated misdemeanor activity.
 - d) Office of the Inspector General violations including inclusion of ones name on an excluded party list.
 - e) Other crimes as deemed ineligible by appointed affiliate representatives
 2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.

3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.
 4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.
 5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Wallace Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.
 - (1) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
 - (2) If the student does not officially withdraw, applicable procedures will be applied, including the use of a “never attend (NA),” “cease to attend (CA),” or “withdrawal failing (WF)” designation.
- D. Background screening results will be securely filed in the office of the College designee.
- E. Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.

Drug Screening

Wallace Community College Substance Abuse Control Policy for Students in the Health Sciences

I. Policy Purpose

- A. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
- B. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

II. Standards of Conduct and Enforcement Thereof

- A. Any incident relating to alcohol or drug use by students should be reported to the Associate Dean of Health Sciences.
- B. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- C. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

III. General Guidelines

- A. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
- B. Laboratory Requirements
 - 1. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
 - 2. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
- C. Persons to be Tested
 - 1. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
 - 2. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

IV. Student Guidelines

- A. Pre-clinical Screening
 - 1. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
 - 2. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
 - 3. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
 - 4. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
 - 5. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
 - 6. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
 - 7. Readmission to health science programs will follow guidelines established by each health program.

B. Reasonable-Suspicion Screening

1. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:
 - Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.
2. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

C. Positive Screens

1. No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
2. Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
3. Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.
4. With exception of legal actions that require access to test results, all records will be secured in locked files with access limited only to stated College officials and his/her designees.

D. Readmission

1. Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.
2. Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.
3. Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
4. Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
5. Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

Professional Appearance and Uniform Guidelines

Students are required to be in uniform for clinical activities and must appear neat and professional at all times. Students must adhere to the clinical agency uniform policy as well as:

1. Students will be neat, clean and well-groomed by performing impeccable personal hygiene.
2. Hair must be neat, clean and worn in a simple-off-the-collar style, away from the face and not obscuring vision, the entire time while in uniform. No extreme hair color; only naturally occurring hair color. No bows, ribbons, scrunchies, or scarves shall be worn. Ponytails must be secured above the collar and away from the face.
3. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.
4. Fingernails will be clean and short. No nail polish or artificial nails or nail tips can be worn.
5. Perfume, scented hair or body products, or heavy makeup will not be worn.
6. Undergarments must be worn but should not be visible through clothing.
7. No body piercing, other than earlobes, may be visible.
8. No tattoos may be visible.
9. Students should not have a noticeable smoking odor during clinical hours.
10. A picture ID must be worn at all times.
11. The PN clinical uniform is as required:
 - a) Female Students: 1) A short sleeved white uniform (with official Wallace College PN program patch sewn onto the upper right side of uniform, maroon stripe around sleeves, and maroon stripe on collar) dress, with a collar, hemmed to length below the knee with full length white hosiery OR 2) A short sleeved white tunic top (with official Wallace College PN program patch sewn onto the upper right side of uniform, maroon stripe around sleeves, and maroon stripe on collar) and straight legged white pants with full-length white socks or white hosiery. Short sleeve tee shirts may be worn under tunic tops. Lab jackets (with official Wallace College PN program patch sewn onto the upper left sleeve of lab jacket) are permissible.
 - b) Male Students: A short sleeved white tunic top (with official Wallace College PN program patch sewn onto the upper right side of uniform) and straight legged white pants with full-length white socks. Short sleeve tee shirts may be worn under tunic tops. Lab jackets (with official Wallace College PN program patch sewn onto the upper left sleeve of lab jacket) are permissible.
 - c) Shoes must be white leather-like shoes. They must have enclosed toes and heels. No tennis or canvas shoes can be worn.
 - d) A watch with a second hand must be worn. Other jewelry will not be worn, including rings, earrings, bracelets, and necklaces. The ONLY exception is a plain wedding band.
12. All students must bring to clinical the following items: stethoscope, pen light, bandage scissors, pen, and a copy of ALL required medical documents.
13. To retrieve patient assignment at facility prior to day of clinical activity, uniform, as described above may be worn OR, the approved lab coat as described above over a dress shirt, dress pants, and shoes with enclosed toes and heels. No shorts or jeans allowed. Skirts/dresses above the knee are not allowed.
14. Pinning Ceremony attire will abide with the aforementioned rules with the following exceptions:

- a) Female students are required to wear a nursing dress, with a collar, with shoes and hosiery as described for female students in the policy above, without the official Wallace College PN program patch.
- b) Male students are required to wear the same uniform as described above for male students, without the official Wallace College PN program patch.

Students who fail to meet these guidelines will be considered unsatisfactory and may not be allowed to participate in clinical activities for that day.

Confidentiality

Students will, in the course of clinical assignments, be exposed to information regarding clients, hospitals, physicians, staff, and others. All such information must be considered confidential and will not, under any circumstances, be discussed with anyone except in the line of duty.

A client's condition may not be discussed with the client, staff, students, or any other persons not directly concerned with the care of the client. Only the physician, directors or supervisors of nursing services, or administration are authorized to discuss the condition of the client with others.

All students enrolled in the PN program are required to sign a "Clinical Agency Confidentiality" form. This form covers confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) rules and regulations.

No Compensation

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

Behavior in the Classroom/Clinical

Students should observe the highest moral, ethical, professional, and social standards. Disruptive behavior in the classroom/clinical will not be tolerated and students responsible for disruptive behavior will be asked to leave the classroom/clinical and will be assigned an unexcused absence.

The use of a cellular telephone, pager, tape player, radio or other electronic device where such activity would interfere with normal activity of the College will constitute a dismissal from class/clinical and will be assigned as an unexcused absence.

As a vital part of the professional team and the total hospital environment each student is expected to exercise tact, kindness, courtesy and consideration to everyone they encounter in the clinical area. The clinical agencies' reputation and the community's confidence in it are established and maintained by the collective effort of all employees and students. Therefore, personal conduct should be of the highest quality. Some examples of inappropriate behavior in the clinical setting are:

1. Chewing gum or eating in the clinical area.
2. Smoking in any unauthorized area.
3. Talking loudly, laughing, or horse playing in hallways or elevators.
4. Sitting in the nurse's station rather than seeking learning experiences.
5. Removing uniform, letting hair down, etc., before leaving the clinical site.
6. Wearing sweaters or jackets in the clinical area or cafeteria.
7. Failing to put client charts in the appropriate place.
8. Being disrespectful to the client, instructor, other students and/or employees of the institution.
9. Being dishonest (i.e., lying, stealing, charting care not provided).
10. Dressing inappropriately (dirty, wrinkled, collarless uniforms or nonstandard nursing shoes).
11. Displaying repeated mistakes placing client or student in unsafe environment.
12. Using profanity or lewd comments anywhere in the institution.
13. Inappropriate physical conduct (shoving, rough handling of client).
14. Talking in client's room about matters not concerning client (personal or about other clients assigned to student).
15. Breaching confidentiality.
16. Failing to follow instructions.
17. Wearing shorts, flip-flops, mid-riff tops, tank tops, vulgar logos, etc., to pick up clinical assignments. Students are to dress professionally when picking up assignments.
18. Behavior considered inappropriate by the instructor.

Students shall abide by the Code of Student Conduct and accompanying disciplinary sanctions as outlined in the student handbook section of the [College Catalog](#).

Communication Channels

Faculty office hours are posted on their office doors. Students should make appointments to interact with faculty members during these times.

Grading Policy

A minimum grade of "C" (75 or above) is required to successfully complete nursing courses.

A	90-100	Passing
B	80-89	Passing
C	75-79	Passing
D	60-74	Failing
F	59 and below	Failing

No rounding of test scores is done (for example, 78.6 is 78.6). Only the final course grade is rounded (0.5 or higher is raised to the next whole number).

The student must achieve a final grade of 75 in the theory component of all nursing courses. In addition, students enrolled in courses containing lab and/or clinical components, must achieve a "satisfactory" evaluation in order to successfully complete the courses. Course grade will reflect the theory grade.

Comprehensive Assessment

Comprehensive Assessment (CA) testing through the use of standardized and validated assessment tools will be incorporated into each field of concentration course. This assessment may or may not comprise a portion of grade calculation and is intended to aid in advisement, counseling, and/or remediation of students. Costs associated with CA are the responsibility of the individual student.

Travel

Off-campus activities, such as seminars, conventions, field trips, etc., are periodically scheduled as student learning experiences. All students are encouraged to participate in these activities. Students unable to participate will be given an assignment as designated by the instructor. Upon leaving WCC and/or the affiliated hospital facilities of WCC to attend instructor scheduled off-campus activities, WCC, along with its faculty and staff, are not liable for any adverse events which could happen to the student while participating in these activities.

Copy Policy

Students are encouraged to maintain copies of health, medical, or related information which may be in the PN Division's files and needed by the student for future reference; for example, TB skin test results, immunization records, acceptance letters. This must be done prior to submitting document(s) to the PN office. Copies may be made at the student's expense in the Learning Resources Centers on both the Wallace and Sparks Campuses. The PN office will not make copies of any items in your student file.

The PN office will not release health, medical, or related information in a student's file to any persons or agencies for employment or personal needs.

Visitors

Students are not allowed to bring visitors, including children, to regularly scheduled classes, nonscheduled computer lab, or clinical. Any visitors who come to the PN office asking to see a student will be referred to administrative offices. Visitors should report to the administrative offices at the campus or site visited rather than proceeding to instructional areas.

Parking

College: Free parking is available at PN sites. Vehicles must be registered and parked in areas designated for student parking.

Clinical: Students will be assigned parking areas at all clinical facilities. WCC decals must be displayed on vehicles and vehicles must be parked in the designated area.

Telephone

Personal calls may not be made on either College or clinical facility phones. Please instruct family and friends not to call while in the clinical setting. In the case of an emergency, the call should be made to the PN office or a PN instructor who will contact

the student. If the PN office or PN instructor does not answer, the WCC switchboard operator can be contacted at 334-983-3521 or toll free at 1-800-543-2426.

Phone Numbers:

College:

Wallace Campus PN Office: 556-2220
Sparks Campus: 687-3543

Clinical Facilities:

Bullock County Hospital, Union Springs: 738-1423
Crowne Health Care Inc. of Eufaula: 687-6627
Dale Medical Center: 774-2601
Dale Medical Senior Therapeutic Health: 774-7352
Enterprise Health and Rehabilitation Center: 347-9541
Extendicare Health Center: 793-1177
Flowers Hospital: 793-5000
HealthSouth Rehabilitation Hospital: 712-6333
Henry County Health and Rehabilitation Facility: 585-2241
Medical Center Barbour: 688-7000
Medical Center Enterprise: 347-0584
Oakview Manor Health Care Center: 774-2631
Ozark Health and Rehabilitation: 774-2561
Southeast Alabama Medical Center: 793-8111
Spectra Care, Abbeville: 585-6864
Wesley Manor Retirement Center: 792-0921
Westside Terrace Health & Rehabilitation Center: 794-1000
Wiregrass Hospice, Dothan: 792-1100
Wiregrass Medical Center and Nursing Home: 684-3655

HUMAN RIGHTS AND NON-DISCRIMINATION

The PN program adheres to the Human Rights and Non-discrimination policy of WCC as stated below:

Wallace Community College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, gender, age, national origin, disability, or marital status, and that legitimate and reasonable access to facilities is available to all. This principle particularly applies to the admission of students in all programs of the College and in their academic pursuits. It is also applicable in extracurricular activities, all student services, employment of students by the College, and employment of instructors and non-instructional personnel. Therefore, Wallace Community College is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*, as amended; *Title IX of the Education Amendments of 1972*; *Section 504 of the Rehabilitation Act*, and *The Americans with Disabilities Act of 1990*. Wallace Community College is an Affirmative Action, Equal Employment and Educational Opportunity Institution.

The PN program includes one additional category to which nondiscrimination applies. This category is veteran status.

APPLICATION FOR NURSING LICENSURE

Application for Alabama licensure is completed on-line at the Alabama Board of Nursing website (www.abn.state.al.us). Students who desire to be licensed in a state other than Alabama must obtain NCLEX-PN information and application from that state.

Applicants who have an arrest record should be aware that they may not be permitted to sit for the licensing examination. This determination is made AFTER an individual's application to take the NCLEX-PN for licensure is submitted.

For example, according to the Alabama Board of Nursing Administrative Code 610-X-8-.02, the following may be grounds for denial of an application for initial licensure and/or temporary permit by examination or endorsement:

1. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
2. Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.
3. A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.
4. Having disciplinary action pending or having had a license denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked, voluntarily surrendered, or otherwise encumbered in any state, territory or country.
5. Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in this state under Rule 610-X-8-.03.
6. Having engaged in conduct that is inconsistent with good moral character.
 - a. The decision as to whether the applicant has engaged in conduct that is inconsistent with good moral character is within the discretion of the Board of Nursing.
 - b. In determining whether the applicant has engaged in conduct that is inconsistent with good moral character, the Board may consider the applicant's criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant's fitness for practice as a licensed nurse.
7. Any other reasons authorized by law.

Author: Alabama Board of Nursing

Statutory Authority: Code of Alabama, 1975, §§ 34-21-21, 34-21-25.

History: Effective September 29, 1982. Amended April 27, 1984. **Repealed**

and Replaced: Filed January 29, 2002. Effective March 5, 2002. **Repealed and**

Replaced: Filed May 21, 2010. Effective June 25, 2010.

It is important for students to be aware of the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. The following questions are currently asked on the "Application for Licensure by Examination."

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?
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?

Application to sit for the licensing examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

**WALLACE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
ADHERENCE AGREEMENT FORM**

1. I understand that I am responsible for adhering to the policies and procedures contained in the Practical Nursing Student Policy Manual (Effective August 2014).
2. I understand that successful completion of the Practical Nursing curriculum will result in an award of a technical certificate. Completion of the program does not ensure the granting of a license to practice nursing. The State Board of Nursing is the issuing agency for licensure and licensure is based on meeting all State Board of Nursing requirements plus passage of the licensing exam.

Printed Student Name

Date

Student Signature

Student ID Number

**WALLACE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
HEALTH INSURANCE FORM**

It is recommended that all students in the Practical Nursing program have health insurance. Prior to any clinical or learning lab experience, you must either provide proof of health insurance or sign a waiver acknowledging that you are unable to provide proof of health insurance.

I acknowledge that I have health insurance with:

Name of Insurance Company

I release Wallace Community College, its agents, and any and all affiliate clinical facilities and their agents from any liability related to injuries received or illnesses resulting while a student in the Practical Nursing program.

Printed Student Name

Date

Student Signature

Student ID Number

WAIVER

I have been informed and understand the importance of obtaining health insurance. I am unable to show proof of health insurance and refuse to obtain any. I understand that it is my responsibility to pay for all medical expenses that result from illness or injury that may occur while a student in the Practical Nursing program.

I release Wallace Community College, its agents, and any and all affiliate clinical facilities and their agents from any liability related to injuries received or illnesses resulting while a student in the Practical Nursing program.

Printed Student Name

Date

Student Signature

Student ID Number

**WALLACE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
CONFIDENTIALITY FORM**

I understand that all agency and client information (including, but not limited to, client records, phone calls, client information, administrative or staff conversations and meetings, personnel files, agency manuals, policies, procedures, and correspondence) is confidential. No information regarding the above is to be taken out of any agency. Any infraction of the above will result in immediate dismissal from the program and possible legal proceedings.

Printed Student Name

Date

Student Signature

Student ID Number

**WALLACE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
STUDENT CLINICAL ROTATION CONTRACT**

Student Name: _____

Student ID Number: _____

I understand that the primary objective of the Practical Nursing program at Wallace Community College is to prepare program graduates to perform competently as safe, professional Practical Nurses. In order to achieve this objective, it is necessary that each student complete the assigned clinical rotation in the designated healthcare facility. Such experience is educational in nature and is designed to develop each student's professional skills in order that each student may demonstrate specific entry-level competencies upon program completion.

I further understand that:

1. I am a student at Wallace Community College, enrolled in a clinical course requiring my presence at a healthcare facility;
2. I am **NOT** expecting and will **NOT** receive compensation for participation in the clinical course from either the institution or the healthcare facility;
3. I have **NOT** been promised and am **NOT** expecting to be offered a job at the healthcare facility as a result of participation in the clinical course.

Student Signature

Date

WALLACE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
AUTHORIZATION FORM

I authorize the Practical Nursing program to release my first name, middle initial, last name, and the last four digits of my social security number to clinical agencies for the purpose of computerized documentation.

Printed First Name, Middle Initial, Last Name

Last four digits of your Social Security Number

Student ID Number

Student Signature

Date

**WALLACE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
RELEASE OF CLINICAL INFORMATION**

I give Wallace Community College permission to release copies of my personal clinical/program documentation to clinical agencies as required by contractual agreements. These records will only be released to Human Resources or such centrally governed departments and include, **but are NOT limited to:** immunizations, TB skin tests, titer results, CPR, substance abuse screens, background checks, essential functions/physician's statement, and clinical agency training acknowledgements and verifications.

Student Name (Print)

Department (WCC Health Program)

Signature

WCC Student ID #

Date

THE ALABAMA COMMUNITY COLLEGE SYSTEM
NURSING PROGRAMS
ESSENTIAL FUNCTIONS

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

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
- 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

I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required if deemed necessary, to evaluate my ability prior to admission to the program and for retention and progression through the program.

I understand that Wallace Community 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 College.

I understand that if my health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the nursing program.

I understand that if I need accommodations, it is my responsibility to contact the appropriate College official. My request should be directed to (334) 556-2616 on the Wallace Campus or (334) 687-3543 extension 4270 on the Sparks Campus.

Print Name: _____

Student Signature: _____ Date: _____

**Wallace Community College
Drug Screen Policy Agreement**

In preparation for participation in clinical/laboratory activities of health science programs or other programs/activities requiring drug screening as outlined in the Wallace Community College Substance Abuse Control Policy, I hereby consent to submit to a urinalysis and/or other tests as shall be determined by Wallace Community College for the purpose of determining substance use. I agree that specimens for the tests will be collected in accordance with guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs and as described in the Wallace Community College Substance Abuse Control Policy Guidelines.

I further agree to, and hereby authorize, the release of the results of said tests to the appropriate designee of Wallace Community College. All positive results will be reviewed by said College designee and followed by a confidential contact with me. I understand that positive results indicating the current use of drugs and/or alcohol shall prohibit me from participating in clinical, laboratory, or other activities of health science programs requiring that I be drug free. I further understand that clinical/laboratory components of courses within health programs are required curriculum components and that an inability to attend said components may prevent or delay my program completion. I also understand that while participating in clinical activities within outside health care agencies, I will be subject to the same rules as the health care employees in said facilities.

I agree to hold harmless Wallace Community College and its designee/s and PrimeCare Occupational Medicine and its Medical Review Officer from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical/laboratory activities.

I have carefully read the foregoing and fully understand its contents. 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 by anyone to sign this document. A copy of this signed and dated document will constitute my consent for PrimeCare Occupational Medicine to perform the drug screen and to release the results to Wallace Community College.

Signature

Printed Name

Date

WALLACE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
STUDENT DEMOPROFILE FORM

STUDENT NUMBER _____

FULL NAME _____

ADDRESS _____

CITY/COUNTY/STATE/ZIPCODE _____

PHONE NUMBER _____

BIRTHDATE (MONTH/DAY/YEAR) _____ AGE _____

CHECK THE MOST APPROPRIATE RESPONSE FOR THE FOLLOWING:

SEX: Male Female

RACE: American Indian or Alaskan Native
 Asian or Pacific Islander
 Black/Non-Hispanic
 Hispanic
 White/Non-Hispanic
 Other/Unknown

MARITAL STATUS: Never Married
 Married
 Divorced
 Widowed

DO YOU HAVE DEPENDENT CHILDREN? Yes NO

ARE YOU EMPLOYED? Yes NO

IF YES, HOURS WORKED PER WEEK: _____

DO YOU RECEIVE FINANCIAL AID FOR YOUR EDUCATION? Yes NO

IF YES, CHECK TYPE(S) OF FINANCIAL AID:

Pell Grant
 WIA
 TRA
 VA
 Scholarship (received from) _____
 Other (please specify) _____

CAREER/TECHNICAL EDUCATION STUDENT PLACEMENT STATUS DPE-29

REPORTING SEMESTER _____

These data are required for program improvement and reporting activities. This form is to be completed by the designated program instructor or advisor for each student in the program. Part I is to be completed when a student enters the program. Part II is to be completed when a student exits the program. Data on race, sex and disabilities will be aggregated and used for reporting purposes only.

PROGRAM NAME Practical Nursing (Wallace Community College) CIP CODE 51.3901

PART I. STUDENT DEMOGRAPHIC DATA AND EMPLOYMENT STATUS - PROGRAM ENTRY

A. Student Demographic Data

Name _____ Date _____ Student ID _____

Address _____

Sex _____ Male _____ Female _____

Race (check one)

_____ African American or Black _____ Hispanic/Latino and more than one race
_____ American Indian or Alaska Native _____ Native Hawaiian or other Pacific Islander
_____ Asian _____ White
_____ Hispanic/Latino _____ More than one race

B. Student Employment Status at Time of Program Entry

_____ Employed in related field _____ Employed in non-related field _____ Hourly Rate of Pay _____ Not employed

Employer name _____ Phone _____

Employer address _____

Occupation _____ Full time _____ Part time _____

PART II. STUDENT COMPLETION, EMPLOYMENT AND EDUCATION STATUS - PROGRAM EXIT

Date of program exit _____ Number of program-related credit hours completed _____

Check the **ONE** completion category that applies:

_____ Program graduate _____ Alternative completer (completed 15 semester hours in field, related employment 40 hours per week)

_____ Leaver (left program w/o award or sufficient hours to be completer)

Employer name _____ Employer phone _____

Employer address _____

Occupation _____ Full time _____ Part time _____

Supervisor _____ Initial date of employment _____

Passed licensure exam? _____ Yes _____ No _____ Not applicable (check one)

Name of licensure exam (if applicable) _____

Date of licensure _____

Check the **ONE** statement below that best describes the individual's current employment and education status.

Education Status

_____ Not pursuing education
_____ Not employed and pursuing education or training
_____ Continuing Education – non related field
_____ Continuing Education – related field
_____ Status unknown/information unavailable

Employment Status

_____ employed
_____ employed in an occupation related to field of training
_____ entered military
_____ entered church related work
_____ unavailable for employment (correctional student)
_____ status unknown/information unavailable

Hourly rate of pay if employed in field or related field \$ _____

Signature of person completing Part II of form

Date of Part II completion

This form is to be completed on any student that graduates or leaves a program and is to be submitted to the appropriate instructional dean at the end of each term

