

Wallace Community College

Your future. Our focus.

ASSOCIATE DEGREE NURSING

STUDENT HANDBOOK

2015-2016



**Associate Degree Nursing
Student Handbook
2015-2016**

Table of Contents

Welcome	1
Notification of Policy Changes	1
Program Approval and Accreditation	1
Americans with Disabilities Act (ADA)	1
Alabama Board of Nursing / Statement Regarding Licensure	2
Grounds for Denial of a License	2
Alabama Board of Nursing Regulatory Questions	3
Philosophy of Nursing Programs	4
ACCS Philosophy of Nursing Programs	4
Threads Integrated Throughout Curriculum.....	4
Organizing Framework.....	5
Expected Nursing Program Outcomes.....	5
Level Objectives.....	6
Communication	7
Faculty.....	7
Students.....	7
Blackboard	7
WCC Student Email.....	7
Emergencies.....	7
WCC Alert.....	7
Contact Information	8
Campus Police.....	8
Administrative Staff.....	8
Faculty.....	8
Wallace Community College Policies	9
Student ID Policy	9
Tobacco-Free Policy	10

WCC Health Program Policies	11
Auditing for Health Science Classes.....	11
Background Screening Policy	11
Essential Functions for ACCS Nursing Programs.....	14
Health Records Policy.....	16
Substance Abuse Control Policy.....	17
ADN Program Policies	19
Attendance.....	19
Drug Calculation Exams.....	20
Grading System.....	20
Progression, Reinstatement, and Transfer Policies.....	21
Progression Policy Appeal Process.....	23
Clinical-Related Policies and Information	24
Clinical Attendance.....	24
Clinical Evaluation.....	24
Cardiopulmonary Resuscitation (CPR).....	25
Confidential Information.....	25
Invasive Procedure Statement.....	25
No Compensation Policy.....	25
Personal Affairs.....	25
Uniform and Professional Appearance Policies	26
Clinical Dress Code.....	26
Community Uniform Guidelines.....	28
Practice Lab Dress Code.....	28
Miscellaneous Information	29
Academic Grievances.....	29
Conduct.....	30
Curriculum Guides	31
Standard Associate Degree Nursing Curriculum.....	31
LPN-to-RN Mobility / Associate Degree Nursing Curriculum.....	32

Welcome to the Associate Degree Nursing (ADN) program at Wallace Community College. We are committed to providing students with a learning environment that is conducive to personal growth. Students are involved as active participants in a variety of guided learning experiences.

Students are fostered by the nursing faculty as they endeavor to reach their optimal potential. As experiences progress from simple to complex, the responsibility of learning is upon the student. Planning, implementation, and evaluation of the curriculum are the responsibility of the nursing faculty.

The Associate Degree Nursing Handbook has been developed to provide information about the nursing program; to clarify policies and to foster communication between students and faculty. It is imperative that the student becomes familiar with this information. Unless otherwise designated in a nursing course syllabus, these policies apply to each nursing course in which you enroll. **If, for any reason, routine progression through the program is interrupted, policies in the *Student Handbook* and *College Catalog* at the time of readmission will apply.**

The WCC College Catalog / Student Handbook (College Catalog) contains additional program information, as well as information and policies of the College. Students in the ADN program must abide by the policies of both the College Catalog and the ADN Student Handbook. Students accepted into the ADN program are responsible for the information in each of the aforementioned documents. Re-reading the College Catalog and ADN Student Handbook each semester is strongly recommended.

Notification of Policy Changes

The ADN program policies and information presented in the ADN Student Handbook are subject to change. If changes are made, all students in the ADN program will be notified in one or more of the following ways: announcement in class, Blackboard posting, email, printed memorandum, bulletin board postings, or U.S. mail.

Program Approval and Accreditation

The Associate Degree Nursing program is approved by the Alabama Board of Nursing (ABN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Mailing addresses, telephone numbers and web addresses for the ABN and the ACEN are:

Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, Alabama 36104
Telephone: (334) 293-5200 Fax: (334) 293-5201
Website: www.abn.alabama.gov

Accreditation Commission for Education in Nursing, Inc.
(formerly known as National League for Nursing Accrediting Commission)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Telephone: (404) 975-5000 Fax: (404) 975-5020
Website: www.acenursing.org

Americans with Disabilities Act (ADA)

It is the desire of the Associate Degree Nursing program to comply with the Americans with Disabilities Act. Students needing disability services or information should contact the appropriate Compliance Officer on the appropriate campus:

Wallace Campus Dr. Thomas Maple - (334) 556-2616
Sparks Campus Mr. Earl Bynum - (334) 687-3543, ext. 4270

Nursing students may be denied the right to take the nursing licensure exam or may be penalized by the Alabama Board of Nursing in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

**Alabama Administrative Code
Chapter 610-X-8 Disciplinary Action**

610-X-8-02 Grounds for Denial of a License.

The following may be grounds for denial of a license 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 a license denied, conditionally issued, reprimanded, placed on probation, suspended, revoked, or voluntarily surrendered 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 nursing.
- (7) Non-compliance with a monitoring agreement or contract with an alternative to discipline program or order issued in another jurisdiction pertaining to any license, certification, or registration for a health-related profession.
- (8) 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. Filed June 24, 2014. Effective July 29, 2014.

ALABAMA BOARD OF NURSING REGULATORY QUESTIONS

It is important for nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. The following questions will be asked on the Application for Licensure as a Registered Nurse:

- 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."
- 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?
- Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
- 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?
- 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?
- 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?
- 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?
- Have you ever been placed on a state and/or federal abuse registry?
- Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

Wallace Community College is part of The Alabama Community College System (ACCS). All nursing programs in Alabama practice a standardized philosophy.

ACCS PHILOSOPHY OF NURSING PROGRAMS

The philosophy of the nursing program 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, 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 life-long process which promotes professionalism and is beneficial for the learner and society.

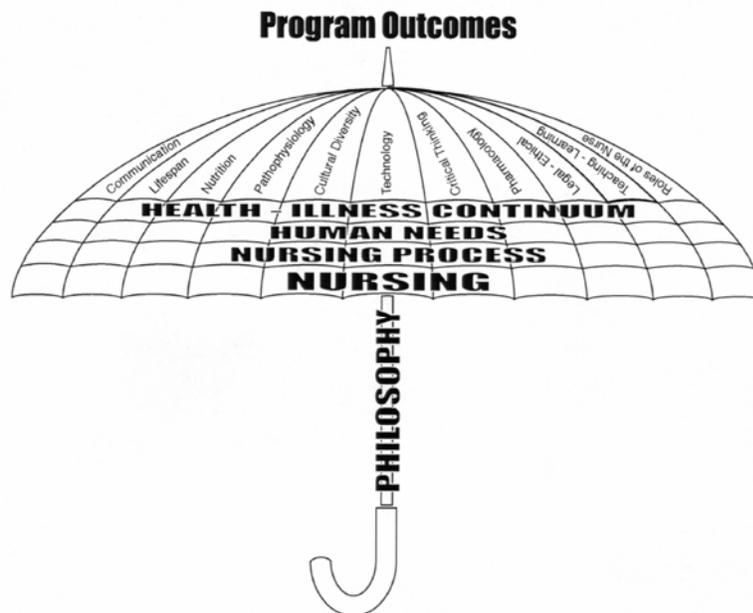
THREADS INTEGRATED THROUGHOUT CURRICULUM

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.



EXPECTED NURSING PROGRAM OUTCOMES

1. **Performance on Licensure Exam:** The licensure exam pass rate will be at or above the national mean for first-time writers.
2. **Program Completion:** At least 75% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
 - *Associate Degree Nursing* – eight semesters
 - *LPN-RN Mobility option with NUR200* – six semesters
 - *LPN-RN Mobility option without NUR200* – five semesters
 - *Practical Nursing* – five semesters
 - *Part-time Practical Nursing and ADN options* – one and one half times the semester length of the respective program
3. **Program Satisfaction:** At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program. At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.
4. **Job Placement:** At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

LEVEL OBJECTIVES

The nursing curriculum is based on two levels of objectives. Students in the nursing program are guided through a logical progression of simple to complex. Level one is the application level, while level two incorporates application, analysis, and synthesis. All objectives for nursing courses are written at the comprehensive and application level.

Level I Objectives

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

1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Illustrate a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop 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 nursing.

Level II Objectives

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

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of 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. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

Communication is an important part of the Associate Degree Nursing program. Important information is communicated in a variety of ways to include announcements in class, mail, telephone, e-mail, Blackboard, the WCC website, and bulletin boards.

FACULTY

Faculty members have office hours posted on their office doors. *Students should make appointments to interact with faculty members during these times.* Faculty members are also available via phone and e-mail.

Students are responsible for information given in class or clinical. This information comes from the instructor. Please call your instructor directly instead of calling the ADN Program Office. In the event that a faculty member is not available to take your call, please leave a message on the voice mail service.

STUDENTS

It is very important that students maintain current contact information in the ADN Program Office. Changes regarding a name, mailing address or phone number must be updated in both the ADN Program Office and the Office of Admissions in Grimsley Hall.

BLACKBOARD

All courses at WCC are web-enhanced using Blackboard. Instructors use Blackboard as a primary means of communication with students.

WCC STUDENT EMAIL

WCC e-mail is assigned for all enrolled students. Students are encouraged to use their student email account. It is recommended that students become familiar with their WCC student email account and check it on a regular basis.

The student e-mail address is your first initial, last name, and last four digits of your social security number, all lower case, @student.wallace.edu.

Example: jdoe1234@student.wallace.edu

To login to student email visit www.wallace.edu and click on "Student E-mail". For "Name" enter the first letter of first name, entire last name, and the last four (4) digits of social security number. The "Password" is the month, day, and year of birth, i.e. mmddyy.

For information or assistance in accessing your email account: misdept@wallace.edu or (334) 556-2445.

EMERGENCIES

There is an emergency phone located in the front hallway of the Gary Health Building. Dial "111" to reach the College operator.

If you feel that the situation is life threatening or are uncertain as to the exact nature of the emergency, dial "9-1-1" directly and tell them your location on campus.

WCC ALERT

Students are encouraged to sign up for "WCC Alert" by visiting www.wallace.edu/wccalert. This alert system provides mass electronic notification of emergency information to the campus community via email, text message, pagers, and the WCC homepage. Examples of emergencies include weather closings or delays, natural disaster, man-made disaster, active shooter, or other emergency as determined by College administrators. This service is free. (Standard text messaging rates will apply.)

Wallace Community College
 1141 Wallace Drive
 Dothan, AL 36303
 Phone: (334) 983-3521 or (800) 543-2426
www.wallace.edu

ADN Program Office
 Phone: (334) 556-2262
 Fax: (334) 556-2530

CAMPUS POLICE

Students can contact the campus police at any time by calling **(334) 798-1381**.

ADMINISTRATIVE STAFF

<u>Name</u>	<u>Extension</u>	<u>E-mail</u>	<u>Office</u>
Buntin, Ms. Kathy – Associate Dean, Health Sciences	2292	kbuntin@wallace.edu	Grimsley Hall
Spivey, Ms. Jackie - Director, ADN Program	2407	jspivey@wallace.edu	158
Blackmon, Ms. Michelle - ADN Program Secretary	2262	mblackmon@wallace.edu	156
Clenney, Ms. Karen – Simulation Center Coordinator	2365	kclenney@wallace.edu	114
Craig, Ms. Laricia – Retention Lab Coordinator	2504	lcraig@wallace.edu	Rane Hall

FACULTY

<u>Name</u>	<u>Extension</u>	<u>E-mail</u>	<u>Office</u>
Andrews, Ms. Kim	2431	kandrews@wallace.edu	142
Daniels, Ms. Rayanne	2604	rdaniels@wallace.edu	145
Dubose, Ms. Wendy	2606	wdubose@wallace.edu	155A
Fuller, Ms. Charlotte	2293	cfuller@wallace.edu	140
Godwin, Ms. Jennifer	2605	jgodwin@wallace.edu	113
Hughes, Ms. Lori	2518	lhughes@wallace.edu	140
Johnson, Ms. Patricia	2384	pjohnson@wallace.edu	WH
Kelley, Dr. Sabrina	2550	skelley@wallace.edu	111
Neal, Ms. Beth	2502	donnalee@wallace.edu	WH
Owens, Ms. Anna	2551	aowens@wallace.edu	140
Radney, Dr. Monica	2584	mradney@wallace.edu	140
Sawyer, Ms. Suzanne	2410	ssawyer@wallace.edu	140
Trawick, Ms. Melissa	2258	mtrawick@wallace.edu	143
Ward, Ms. Regina	2591	rward@wallace.edu	140
Whitlow, Dr. Joy	2488	jwhitlow@wallace.edu	140
Williford, Ms. Patricia	2582	pwilliford@wallace.edu	127
Wyckoff, Ms. Elizabeth	2506	ewyckoff@wallace.edu	155B
York, Dr. Kim	2553	kyork@wallace.edu	140

STUDENT ID POLICY

I. Purpose

- a. To enhance the safety and security of all personnel on Wallace Community College's campuses, ALL students will be required to obtain a photo identification card.
- b. This student ID will serve as the official means of identification for Wallace Community College.
 - i. Unless a student loses/misplaces ID card, it will only need to be issued once.
 - ii. The first issued student ID is FREE. All replacements will cost \$10.
 1. Receipts from the Wallace Community College Business Office must be provided before being issued a replacement ID.
- c. Students will be required to wear student ID on their person at all times while on campus. Individuals not wearing proper identification will be asked what business they have on campus:
 - i. If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.
 - ii. If individuals claim to be a student, College officials shall ask for their student ID. If none can be provided, the individuals will be asked to leave campus until they can return with a valid WCC student ID. Those who resist will be escorted off campus by the College Police and further disciplinary action may be taken if necessary.
- d. This initiative will provide a high quality, single-card system that allows efficient access to all card-related services throughout the college.
- e. This will also enable WCC to seek new and expanded uses of the card through improved and advanced technology.

II. Scope

- a. Students will be required to obtain a student ID card before attendance verification, as faculty will not allow a student to attend class without an ID past this date.
 - i. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.
- b. The student ID will also be used for discounts at local businesses on specified days (discount specifics found on back of student ID).

III. Photo ID Policy

- a. Students will be required to present proper government-issued photo identification before and ID card is issued.
- b. For ID pictures, Wallace Community College requires individuals to remove any items not worn as part of their daily appearance. The only exceptions are items worn for cultural or religious purposes.
 - i. All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.

TOBACCO-FREE POLICY

Wallace Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited.

WCC employees, students and visitors are not permitted to use tobacco products inside their private vehicles while on campus.

For the purposes of this policy, a “tobacco product” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Wallace’s tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any visitor or contractor found to be violating the policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the college premises by campus police.

Student Fines

Any Wallace student found to have violated this policy shall be subject to the following fines:

- 1st student ticket – Warning
- 2nd student ticket - \$25.00 fine

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount.

A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate campus dean.

AUDITING FOR HEALTH SCIENCE CLASSES

Effective September 12, 2012, as approved by the Health Advisory Committee and as declared by The Alabama Community College System (ACCS), there shall be no auditing allowed for any health science classes.

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.
 - a) 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.
 - b) 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.

- c) 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.
 - d) Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.
 - e) National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.
4. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.
 5. 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.
 - b) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances
 - c) Sanctions or debarment.
 - d) Felony or repeated misdemeanor activity.
 - e) Office of the Inspector General violations including inclusion of one's name on an excluded party list.
 - f) 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.

ESSENTIAL FUNCTIONS FOR ACCS NURSING PROGRAMS

The Alabama Community College System (ACCS) 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:**

Performance Category Essential Functions

Sensory Perception

- Visual**
- Observe and discern subtle changes in physical conditions and the environment
 - Visualize different color spectrums and color changes
 - Read fine print in varying levels of light
 - Read for prolonged periods of time
 - Read cursive writing
 - Read at varying distances
 - Read data/information displayed on monitors/equipment

- Auditory**
- Interpret monitoring devices
 - Distinguish muffled sounds heard through a stethoscope
 - Hear and discriminate high and low frequency sounds
 - produced by the body and the environment
 - Effectively hear to communicate with others

- Tactile**
- Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

- Olfactory**
- Detect body odors and odors in the environment

Communication/ Interpersonal Relationships

- 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
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer

Performance Category **Essential Functions**

Cognitive/Critical Thinking

- Effectively read, write and comprehend the English language
- Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

Motor Function

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

Professional Behavior

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide nursing care in an appropriate time frame
- Accepts responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. 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. 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:

Wallace Campus	Dr. Thomas Maple	(334) 556-2616
Sparks Campus	Mr. Earl Bynum	(334) 687-3543

HEALTH RECORDS POLICY

Validation and documentation of required health records must be received in the ADN Program Office by all students enrolled in the ADN program. **Students that fail to submit required records will not be allowed to continue in the program.**

All students are required to have a physical examination at the student's expense. The physical examination / health requirements protect the student by identifying any potential or real health problems that may be exacerbated by the demands of the clinical portion of the program.

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 do not expose clients or agency personnel to communicable disease, or risk their safety due to the inability to handle the physical or psychological stress of client care.

NOTE: Updates to health records / CPR may be required while a student is enrolled in the ADN program. **Any updates will be due at the beginning of the semester in which they expire.** For example, a TB skin test is required annually. If it expires in March of the spring semester, the update will be due no later than the first week of class, in January.

The following are required for ALL students:

1. **PHYSICAL EXAMINATION** – A **physical examination**, completed within the past year, is required for all new students. The physical must be signed by a licensed physician or nurse practitioner. The examination must be documented on the Program's **standardized health examination form** as required by The Alabama Community College System. New students and any student returning to the Associate Degree Nursing program after an absence of one (1) year must submit current completed health forms.
2. **IMMUNIZATIONS / TITERS** – It is the student's responsibility to keep all health records current. **Documentation of any required updates should be submitted to the ADN Program Office as soon as possible.** The following are required:

Tetanus (Tdap) Vaccine Students entering the ADN program must provide documentation of an adult **Tdap vaccine** (tetanus, diphtheria, and pertussis). If the documented Tdap vaccine is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster that is less than ten (10) years old is also required. An update is required every ten (10) years.

TB Skin Test	<p>A two-step TB Skin Test is required at the beginning of the ADN program. This consists of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart.</p> <p>An annual one-step TB Skin Test is required each following year.</p> <p>Documentation of a clear chest x-ray will be accepted for students who are unable to receive the TB skin test due to a positive TB result or previous BCG vaccination. Completion of an annual <i>Tuberculosis Questionnaire</i> will also be required.</p>
MMRV Titer	<p>A MMRV (Measles, Mumps, Rubella, and Varicella) titer is required to enter the ADN program.</p> <p>If any results are negative or non-immune, the student must sign the <i>MMRV Waiver Form</i> and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection. Results must be within the past five (5) years.</p>
Hepatitis B	<p>A Hepatitis B titer is required to enter the ADN Program.</p> <p>If the results are negative or non-immune, the student must sign the <i>Hepatitis B Waiver Form</i> to be submitted with these results. The student is advised to consult with a physician regarding precautions to prevent infection. Results must be within the past five (5) years.</p>

3. CONTINUING HEALTH STATUS – It is a student’s responsibility to notify the appropriate nursing faculty of any changes in his/her health status, i.e. pregnancy, surgery, injuries, Additional examinations from a health care provider, with documentation of results, may be required by an instructor for any changes in a student’s health status.
4. PROFESSIONAL LIABILITY INSURANCE – Students in the ADN program are required to purchase professional liability insurance (malpractice insurance) through the College, each semester they enroll in a nursing course with a clinical component. This fee is added to your course registration as **NUR000** and is to be paid at registration each applicable semester. **The blanket policy only provides coverage for incidents occurring during required clinicals and it expires at the end of each term.**
5. HEALTH INSURANCE – Wallace Community College and the ADN Program do not provide health insurance coverage for students. Students are responsible for costs incurred as a result of an accident/injury in the clinical or college laboratory. This may include follow-up testing and/or treatment mandated by the program/clinical agency. Students are not entitled to any Workmen’s Compensation benefits from agencies. Health insurance coverage is strongly recommended.

SUBSTANCE ABUSE CONTROL POLICY FOR STUDENTS IN THE HEALTH SCIENCES

1) 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.

2) Standards of Conduct and Enforcement Thereof

- a) Any incident relating to alcohol or drug use by students should be reported to the Associate Dean, 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.

3) 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
 - i) Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
 - ii) 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
 - i) Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
 - ii) 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.

4) Student Guidelines

a) Pre-clinical Screening

- i) 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.
- ii) 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.
- iii) 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.
- iv) Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
- v) 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.
- vi) 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.
- vii) Readmission to health science programs will follow guidelines established by each health program.

b) Reasonable-Suspicion Screening

- i) 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:
 - (a) 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.
- ii) Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

c) Positive Screens

- i) No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
- ii) Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
- iii) 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.
- iv) 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

- i) 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.
- ii) 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.
- iii) 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.
- iv) Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
- v) Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

ADN Program Policies

ATTENDANCE

Class attendance policies are in effect from the first scheduled class meeting. ***All students in the ADN program are expected to attend all scheduled class meetings, laboratory sessions, and clinicals for their courses.*** Students in the nursing program should recognize their academic responsibilities by attending class and by being on time.

The grades of students who miss scheduled exams, unscheduled quizzes, deadlines for turning in assignments or projects, or scheduled group projects may be negatively impacted by their absence.

Because of unique circumstances, timing, equipment availability, clinical availability, or faculty schedules, not all missed examinations, quizzes, laboratory work, or projects may be available for make-up. Individual instructors will make decisions regarding excused absences.

Students should be aware that course progression, financial assistance, etc., are influenced by attendance. For detailed information regarding the College Attendance Policy, please refer to the *WCC College Catalog and Student Handbook*.

Students who do not want to continue attending a nursing course or courses are urged to initiate the withdrawal process. Withdrawal deadlines are published in the *WCC Class Schedule* each semester.

DRUG CALCULATION EXAMS

Level I

A Level I Drug Calculation Exam will be administered in NUR104 (Introduction to Pharmacology) or in NUR200 (Nursing Career Mobility Assessment). Dates for the exam will be coordinated by the course instructor.

1. The exam will consist of 20 questions.
2. Students are required to pass the exam with a 90% or higher in order to complete the course requirements. The exam grade is **pass or fail** and is not calculated in the course grade for NUR104 or NUR200.
3. A student will be given the opportunity to remediate and will be allowed one re-test if he/she is not successful on the first attempt. The date for the second attempt will be noted on the course calendar.
4. If a student is unsuccessful after the second attempt at the Level I Drug Calculation Exam, the student will be advised to withdraw from the course. If a student fails to withdraw from NUR104 or NUR200, the overall grade assignment will be 59 (F) regardless of the theory grade.
5. Students that are unsuccessful on the Level I Drug Calculation Exam and choose to withdraw or receive a failing grade will be required to repeat the entire course before continuing in the nursing curriculum.
6. Withdrawal from or failure in NUR104 or NUR200 will count as an unsuccessful attempt in a nursing course, as defined in *The Alabama Community College System's Nursing Program Progression Policy*.

GRADING SYSTEM

The grading system for students accepted to the ADN program varies from the grading system for the College. The grading system will be applied as follows:

- Grades for general education courses will be determined using the grading system for the College as outlined in the *WCC College Catalog*.
- Grades for courses that begin with "NUR" will be determined using the grading scale mandated by The Alabama Community College System.
- Students in the ADN program are required to obtain a "C" or higher (75 or higher) in all nursing courses in order to progress in the curriculum.
- Students are required to complete all courses listed in the ADN curriculum with a "C" or higher.

WCC Grading Scale

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Nursing (NUR) Courses Grading Scale

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

Note: The calculation of grades in all "NUR" courses will be outlined in the syllabus for each course.

PROGRESSION, REINSTATEMENT, and TRANSFER POLICIES

PROGRESSION POLICY

In order to progress in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR at the health care provider level.

Nursing Non-Progression

1. Nursing non-progression is defined as failure (D or F) or withdrawal (W) of one or more courses in a semester.
2. Students returning to repeat a course due to failure or withdrawal will be allowed to register for said course(s) on a space available basis.
3. 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.

Reinstatement

1. Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program.
2. A student may be reinstated to the nursing program only one time. (After the first D, F, or W a student can be reinstated. After the second D, F, or W, in a separate semester, a student is dismissed from the program.)
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
3. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
4. 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.
5. Selection for reinstatement is based on GPA in nursing program required courses.
6. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. All nursing program admission standards must be met.
7. Reinstatement can be denied due to, but not limited to, any of the following circumstances:
 - a. Space unavailability.
 - b. Refusal by clinical agencies to accept the student for clinical experiences.
 - c. Twelve months have elapsed since the student enrollment in a nursing course.
 - d. Unacceptable results on drug and/or background screens.
8. If a student has a documented extenuating circumstance that should be considered related to withdrawal or failure, then the 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.

Criteria for Reinstatement

1. Demonstrate a 2.0 cumulative GPA at WCC.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to nursing program policy.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

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 LPN PROGRAM

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

Students in the second level of the ADN program (NUR201, 202, 203, 204) that are dismissed due to two non-progressions may apply to be allowed to enter the third semester of the Practical Nursing (PN) program, provided they meet the current program admission/readmission requirements. These students will be admitted on a space available basis and must contact the PN department for specific requirements.

To be eligible for this option:

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

PROGRESSION POLICY APPEAL PROCESS

A student who entered the ADN program under the Nursing Progression Policy implemented as of Fall 2013 shall have appeals considered on a case by case basis by the Associate Degree Nursing Admissions Committee.

No list of circumstances can cover all contingencies that might arise, however, an extenuating circumstance is one that is unforeseen and impacts the student's ability to continue in the semester. Each student's situation will be reviewed by the committee individually; however, this procedure should resolve the following types of circumstances which may be considered extenuating circumstances:

1. Medical illness requiring hospitalization of the student or immediate family (spouse, child).
2. Death of an immediate family member (spouse, child, parent).
3. Domestic violence situations.

If a student feels they have an extenuating circumstance the steps of the procedure are as follows:

1. The student will contact their course instructor in writing explaining the circumstance and voicing their desire to seek an appeal.
 - a. The contact must be within 12 calendar days of the events of the circumstance.
 - b. Written documentation must include:

- i. A letter from the student outlining the circumstance and how it has affected their ability to progress. They must also include a written plan on how they plan to be successful in the future should the appeal be granted.
 - ii. Written documentation supporting the appeal including notes from a physician or hospital stay.
 - c. A student must demonstrate appropriate decision making and cannot wait until the end of the semester after they have been unsuccessful in the course.
 - d. A student may present their appeal in person before the committee, though this is not a requirement. This must be included in the initial request to allow the committee to plan sufficient time.
2. The course instructor will then submit the request and written documentation to the ADN Admission Committee.
3. The Admission committee will meet once a month to consider all appeals that have been received. The decision of the committee will be provided to the student in writing, as well as being filed in the student's records.
4. A student will be considered for an appeal only one time throughout their progression in the curriculum.

Clinical-Related Policies and Information

CLINICAL ATTENDANCE

ADN students are expected to abide by all policies of the health care facility in which they are participating for clinical. When in the clinical area, students are to address all personnel by their proper title.

If a student is unable to report to their assigned clinical area, they must:

- a) **Notify their clinical instructor prior to the scheduled time of clinical.**
- b) **Notify the clinical area in which they are assigned.**

Appropriate contact information will be provided to you by your clinical instructor. A message must reach the clinical instructor prior to the beginning of the clinical. **Failure to contact your clinical instructor will result in unsatisfactory performance for the day.**

Students must be clean and appropriately dressed when attending any clinical. Failure to adhere to this requirement will result in dismissal from clinical activities for the day and could potentially result in a failing grade for the respective nursing course.

CLINICAL EVALUATION

Criteria for clinical evaluation will be outlined in each nursing course syllabus. Students that are unsuccessful in the clinical portion of a course will not receive a passing grade for the course.

CARDIOPULMONARY RESUSCITATION (CPR)

Students in the ADN program are required to have current CPR certification at all times. Requirements include:

- Certification must be health care provider status, infant through adult.
- Must be renewed on in accordance with the date on the issued card/certificate.
- A copy of current CPR certification must be submitted to the ADN Program Office along with health records.
- Any new student that does not have current CPR certification by the required deadline must be enrolled in EMS100 (Cardio Resuscitation I) during their first semester of nursing.
- No online only CPR certification will be accepted. All CPR certification, to include re-certification, must have both *cognitive and skills* evaluation components.
- CPR providers must be through the American Heart Association or the American Red Cross.

CONFIDENTIAL INFORMATION

Students will, in the course of clinical assignments, be exposed to information regarding clients, physicians, and others. All such information must be considered as confidential and cannot be discussed with anyone except in the line of duty.

A client's condition may not be discussed with the client, family, or other persons not directly concerned with care of the client. Only the physician or other authorized persons may discuss the condition of the client with others.

All students enrolled in the Associate Degree Nursing program are required to sign a "Statement of Confidentiality". This statement covers confidentiality and Health Insurance Portability and Accountability Act (HIPAA) rules and regulation. Additionally, students may be asked to participate in HIPAA training and/or sign additional statements specific to any health care facilities they may attend for clinical purposes.

INVASIVE PROCEDURE STATEMENT

Students in the WCC ADN program are legally responsible and accountable for all their actions while providing care to patients/clients. Student performance in the clinical area must always be guided by concern to patient/client safety. In the interest of patient/client safety, the performance of invasive procedures, such as parenteral drug administration (injections, IV push medications, secondary or piggy back medications) requires the direct observation of the clinical instructor or the designated registered nurse. Students may be immediately and permanently dismissed from the ADN program for any unsafe practice, such as the failure to secure the required supervision when performing invasive procedures.

NO COMPENSATION POLICY

Students in the ADN program will be enrolled in clinical courses requiring their presence at a health care facility. While in clinical, students **cannot** receive payment or any other form compensation from either the health care facility or the College.

PERSONAL AFFAIRS

Students should not discuss personal problems or business while in the clinical facility. Advisement may be sought from the College counselor or WCC clinical instructor. Students are absolutely prohibited from approaching members of the medical staff in the hospital regarding personal needs, working assignments, conditions, or any other matters not immediately appropriate in the care of his/her client.

Uniform and Professional Appearance Policies

Students are expected to adhere to the prescribed dress code for clinical education, and on-campus educational activities including theory and laboratory settings, regarding professional standards and personal appearance. Students should take responsibility for their professional appearance while representing Wallace Community College. In conjunction with the guidelines set forth by the ADN program, students must abide by any additional guidelines and/or standards mandated by policies of clinical facilities.

Good personal hygiene is mandatory. Unclean and/or unkempt appearance, unpleasant body or breath odors, including smoke odors, **are not acceptable**. Strong scents are to be avoided.

CLINICAL DRESS CODE

Effective Fall 2015:

The Associate Degree Nursing Program will adopt a new uniform policy beginning the fall term of 2015. All students enrolled in **NUR102** fall semester of 2015 will be required to abide by the new policy. As a student matriculates through the program, they are required to wear the color of uniform in accordance with the anticipated matriculation schedule as indicated below:

If you are in:	Semester Enrolled				
	Fall 2015	Spring 2016	Summer 2016	Fall 2016	Spring 2017
NUR102	Wine	Wine	n/a	Wine	Wine
NUR105 / 106	White	Wine	Wine	Wine	Wine
NUR200	White	Wine	Wine	Wine	Wine
NUR201	White	White	Wine	Wine	Wine
NUR202	White	White	White	Wine	Wine
NUR203 / 204	White	White	White	White	Wine

Students who are not in the above delineated matriculation schedule are required to abide by the uniform policy in place prior to the fall 2015 semester.

Beginning spring semester of 2017, graduates will wear the wine colored uniform during the pinning ceremony.

NEW Policy (Wine-colored uniforms)

Women / Men

- Wine-colored uniform tops and bottoms. (Females are allowed to wear skirts that are knee length or longer).

Acceptable uniforms are (brand and style number):

- "Maeven" scrub shirts – 1102, 1202; pants - 9102, 9202

OR

- "BIO" (color number 038) female scrub shirts – 19021, 19022; female pants – 19208; male scrub shirts – 19044; male pants – 19224

- Pants should fall on top of shoes (no cuffs).
- White hose should be worn with a skirt.
- White socks (mid-calf length) should be worn with pants.
- Official Wallace Community College ADN Program patch is to be sewn onto upper right side of front of shirt.
- White shoes: NO CANVAS or CLOTH (must be ALL white with clean white shoe laces). No thong type sandal, flip flop, croc style shoes with holes, etc. are permitted. Shoes must be closed-toe.
- A professional white lab coat may be worn over uniform during clinical. The lab coat must have the Wallace Community College ADN Program patch sewn onto the top left sleeve. The student lab coat is not to be worn when the student is an employee role at his/her workplace.

Policy Prior to Fall 2015 (White uniforms. To be phased out.)

Women

- White dress skirt, split skirt (Knee length or longer) or white pants (no cuff) – length to touch top of shoes. A white uniform shirt or polo shirt with collar is to be worn with white pants or skirt
- No jumpsuits, t-shirts, stirrup pants, sweatpants, tight knit pants or thin cloth pants are allowed.
- All uniforms must have sleeves at least mid-way to the elbows.
- White hose should be worn with a dress, skirt, or split skirt.
- White socks (mid-calf length) should be worn with pants.
- Official Wallace College ADN Program patch is to be sewn onto upper right side of front of shirt.

Men

- A white uniform shirt or polo style shirt with a collar. Wallace College ADN Program patch is to be sewn onto the right front side of shirt.
- White uniform pants (no cuff).
- White socks (mid-calf length) should be worn.

BOTH Women and Men

- White shoes: NO CANVAS or CLOTH (must be ALL white with clean white shoe laces). No thong type sandal, flip flop, croc style shoes with holes, etc., are permitted. Shoes must be closed-toe.
- A professional white lab coat may be worn over uniform during clinical. The lab coat must have the Wallace College ADN Program patch sewn onto the top left sleeve. The student lab coat is not to be worn when the student is in an employee role at his/her workplace.

ALL Students in Clinical

Jewelry

- A wedding band, without stone(s), may be worn.
- A non-digital watch may be worn.
- Religious medals may be worn if the chain is long enough that it can be tucked into the uniform.
- No visible body piercings i.e., tongue rings/apparatuses, will be allowed.
- No wrist or ankle bracelets are allowed.
- No earrings are permissible.

Fingernails

- Fingernails are to be kept short, neat, and clean.
- Clear, light/subtle tones of pink polish are allowed.
- APPLIQUES ARE NOT ALLOWED.
- ARTIFICIAL NAILS ARE NOT ALLOWED.

Tattoos

- All tattoos should be covered. If necessary, students with questions should arrange to meet with an instructor on an individual basis to determine the appropriate course of action.

Perfume

- NO scented hairspray, perfume, cologne, or lotions are to be worn while in uniform and clinical setting.

Hair

- All students are to wear clean, neat, attractive and appropriate hairstyles (pulled away from the eyes and face) while in uniform.
- Hair that falls past the level of the chin, when bending forward, must be fixed so that the hair does not touch the uniform collar.
- Only plain barrettes or rubber bands are to be worn in hair.
- No scarves or headbands.
- No extreme look or hair color (i.e. neon colors) including shaved heads with designs or symbols is permitted.
- If male students wear beards, they must be neat and clean (no more than 1" from the face).
- If male students have long hair, then they must abide by the guidelines for the female students.

COMMUNITY UNIFORM GUIDELINES

A community uniform is **required** to be worn by all ADN students when participating in **any** required/optional community activity in which the clinical uniform is not worn and the student represents the ADN program.

Community activities include, but are not limited to:

- Spectracare and Altacare clinical experiences.
- Support group activities.
- Picking up assignments at the hospitals (a buttoned up lab coat and name tag must also be worn).
- Participation in health fairs.
- Assisting with blood drives.
- Public travel/attendance associated with professional meetings, seminars, conventions.

The community uniform is limited to the following attire:

- Polo-style shirt (collar required), short or long sleeved, solid color of burgundy or white, loose fitting; the WANS polo shirt may be worn instead.
- Khaki colored tailored trousers, Docker's style (male or female) or knee length skirt (female only).
No jeans styles, no cargo pants, no sweat pants, no decorations or appliqués on pants.
- Closed-in low-heeled shoes in white, khaki, or black, or plain athletic style (tennis) shoes.
- Jewelry, make-up, and nail polish in accordance with clinical uniform guidelines.
- **No visible cleavage or bellies.**

PRACTICE LAB DRESS CODE

The lab dress code applies to all ADN students when participating in on-campus labs or lab activities.

- A professional lab coat is **REQUIRED** to be worn to all on-campus lab activities.
- Hair, jewelry, fingernails, and perfume must meet the above criteria as well.

ACADEMIC GRIEVANCES

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 procedure. 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 in writing, no later than 12 calendar days following the incident.
2. If an agreement or compromise cannot be achieved within 3 days, take the grievance to the appropriate Division Director (Ms. Jackie Spivey).
3. If an agreement or compromise cannot be achieved within 3 days, take the grievance to the appropriate Associate Dean (Ms. Kathy Buntin, Associate Dean, Health Sciences).
4. If still not satisfied that a fair and equitable solution has been found within 3 days, take the academic grievance to the Dean, Instructional Affairs. If still not satisfied, move to step 5.
5. The student should read the Judgments section of this policy in the *WCC Catalog / Student Handbook* before contacting the Dean, Student Affairs 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 been attempted, a student may take a grievance in writing to the Dean, Student Affairs and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 class days of the term following that in which the grievance occurred.

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.

Certain types of grievances should not be brought to the committee, although they may be brought to the attention of the Division Director (Ms. Jackie Spivey) so that an effort may be made to ameliorate problems. Examples of these grievances include:

- Gross differences in grading by instructors teaching separate sections of the same course.
- Personal habits of the instructor that distract students in their attempts to learn course material.
- Fine distinctions in grading (e.g., the line between an "A" and a "B", or between a "D" and an "F") may be appealed only to the instructor.
- Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

For the complete Student Academic Grievances policy, please refer to the *WCC Catalog / Student Handbook*.

CONDUCT

Students shall adhere to the Student Code of Conduct found in the WCC Catalog / Student Handbook. Students are likewise expected to behave in a professional and ethical manner while enrolled in the ADN program. Disruptive behavior will not be tolerated.

Examples of inappropriate and unprofessional behavior in the clinical setting are, as follows:

- Chewing gum, eating, etc., in clinical area.
- Smoking in stairwell or restroom, etc. (any unauthorized area).
- Talking loudly, laughing, "horse playing" in hallways or elevators.
- Sitting in nurse's station instead of seeking learning experiences.
- Removing uniform, letting down hair, etc., before leaving the hospital.
- Wearing sweaters or jackets in clinical area or in cafeteria.
- Failing to put client charts in appropriate place.
- Being disrespectful to the client, instructor, other students and/or employees of institution.
- Being dishonest (lying, stealing, charting care not provided).
- Dressing inappropriately (dirty or wrinkled uniforms or nonstandard nursing shoes).
- Displaying repeated mistakes placing client or student in unsafe environment.
- Using profanity or lewd comments anywhere in institution.
- Inappropriate physical contact (shoving, rough handling of client, visitor, staff, or peers).
- Talking in client's room about matters not concerning client (personal or about other clients assigned to students).
- Breaching confidentiality.
- Failing to follow instructions.
- Wearing shorts, flip-flops, mid-drift tops, tank tops, vulgar logos, etc., to pick up clinical assignments. (Students are to look professional when picking up assignments.)
- Tardiness for class or clinical assignments.

Standard Associate Degree Nursing Curriculum

Semester progression requires that nursing (NUR) courses be taken in sequence. All courses listed within a semester must be completed with a “C” or higher before progressing to the next semester. Nursing courses cannot be combined in order to shorten the overall length of the program. General education (non-nursing) courses may be completed at any time prior to the semester listed.

Students must receive a grade of “C” or higher on all courses listed, including general education courses, within the ADN curriculum.

Course	Semester Hour Credit
<u>FIRST TERM</u>	
MTH 100 Intermediate College Algebra (or higher level math)	3
BIO201 Human Anatomy and Physiology I	4
NUR102 Fundamentals of Nursing	6
NUR103 Health Assessment	1
NUR104 Introduction to Pharmacology	1
TOTAL Credit Hours	15
<u>SECOND TERM</u>	
ENG101 English Composition I	3
BIO202 Human Anatomy and Physiology II	4
NUR105 Adult Nursing	8
NUR106 Maternal and Child Nursing	5
TOTAL Credit Hours	20
<u>THIRD TERM</u>	
PSY200 General Psychology	3
BIO220 General Microbiology	4
NUR201 Nursing Through the Lifespan I	5
TOTAL Credit Hours	12
<u>FOURTH TERM</u>	
SPH106 or SPH107 Speech	3
PSY210 Human Growth and Development	3
NUR202 Nursing Through the Lifespan II	6
TOTAL Credit Hours	12
<u>FIFTH TERM</u>	
HUMANITIES ELECTIVE	3
NUR203 Nursing Through the Lifespan III	6
NUR204 Transition Into Nursing Practice	4
TOTAL Credit Hours	13
Total Program Credit Hours: <u>72</u>	

Per College curriculum requirements, the following courses will be required in order to complete your AAS for Nursing:

- ORI 101: Orientation to College (*only if applicable, see advisor*)
1 credit hour
- ORI 104: WorkKeys Assessment and Advisement (*graduation requirement*)
1 credit hour
- CIS 146: Microcomputer Applications (*or CLEP test / graduation requirement*)
3 credit hours

LPN-to-RN Mobility / Associate Degree Nursing Curriculum

Semester progression requires that nursing (NUR) courses be taken in sequence. All courses listed within a semester must be completed with a “C” or higher before progressing to the next semester. Nursing courses cannot be combined in order to shorten the overall length of the program. General education (non-nursing) courses may be completed at any time prior to the semester listed.

Students must receive a grade of “C” or higher on all courses listed, including general education courses, within the ADN curriculum.

*Students in the LPN-to-RN Mobility program that begin in NUR200 (Nursing Career Mobility Assessment) are conditionally accepted pending the successful completion of NUR200 with a “C” or higher.

Pre-requisite Courses:

MTH100	Intermediate College Algebra (or higher level math)
BIO201	Human Anatomy and Physiology I
BIO202	Human Anatomy and Physiology II
ENG101	English Composition I

Course	Semester Hour Credit
<u>FIRST SEMESTER</u>	
* NUR200 Nursing Career Mobility Assessment	5
TOTAL Credit Hours	5
<u>SECOND SEMESTER</u>	
PSY200 General Psychology	3
BIO220 General Microbiology	4
NUR201 Nursing Through the Lifespan I	5
TOTAL Credit Hours	12
<u>THIRD SEMESTER</u>	
SPH106 or SPH107 Speech	3
PSY210 Human Growth and Development	3
NUR202 Nursing Through the Lifespan II	6
TOTAL Credit Hours	12
<u>FOURTH SEMESTER</u>	
HUMANITIES ELECTIVE	3
NUR203 Nursing Through the Lifespan III	6
NUR204 Transition Into Nursing Practice	4
TOTAL Credit Hours	13
Total Program Credit Hours: <u>56</u>	

Per College curriculum requirements, the following courses will be required in order to complete your AAS for Nursing:

- ORI 104: WorkKeys Assessment and Advisement (*graduation requirement*) 1 credit hour
- CIS 146: Microcomputer Applications (*or CLEP test / graduation requirement*) 3 credit hours

* Students that have graduated from Alabama’s Two-year College System’s standardized practical nursing curriculum within two (2) years prior to admission to the LPN-to-RN Mobility program are exempt from NUR200.