ASSOCIATE DEGREE NURSING

STUDENT HANDBOOK

2025-2026

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WALLACE COMMUNITY COLLEGE

Associate Degree Nursing
Student Handbook
2025 – 2026
(Revised Spring 2026)

TABLE OF CONTENTS

WELCOME

Welcome to the Associate Degree Nursing (ADN) program at Wallace Community College. We are committed to providing students with a learning environment that promotes both academic and personal growth. Students engage as active participants in a variety of guided learning experiences designed to support their development.

Nursing faculty foster and support students as they work toward achieving their highest potential. As learning experiences progress from simple to complex, students are expected to assume increasing responsibility for their own learning. Planning, implementation, and evaluation of the curriculum remain the responsibility of the nursing faculty.

The Associate Degree Nursing Student Handbook provides essential information about the nursing program, clarify policies, and supports communication between students and faculty. It is imperative that each student becomes familiar with this information. Unless otherwise specified in a course syllabus, all policies in this Handbook apply to every nursing course in which you are enrolled. If routine progression through the program is interrupted for any reason, the policies in effect at the time of readmission, as outlined in the current WCC Student Handbook and College Catalog, will apply.

The WCC College Catalog / Student Handbook (College Catalog) contains additional program information and the broader policies of the College. Students in the ADN program are expected to follow the policies outlined in both the WCC College Catalog and the ADN Student Handbook. Students accepted into the ADN program are responsible for all information contained in these documents.

Re-reading the College Catalog and ADN Student Handbook each semester is strongly recommended. The ADN Student Handbook will be available online and updated annually.

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	**Accreditation Commission for Education in Nursing, Inc.**
RSA Plaza, Suite 250	
770 Washington Avenue	3390 Peachtree Road NE, Suite 1400
Montgomery, Alabama 36104	Atlanta, Georgia 30326
Telephone: (334) 293-5200 Fax: (334) 293-5201	Telephone: (404) 975-5000 Fax: (404) 975-5020
Website: www.abn.alabama.gov	Website: www.acenursing.org

Disability Support Services

Students with a documented disability may receive educational accommodations under the *Americans with Disabilities Act of 1990 (ADA).* To determine eligibility, students must meet with WCC Disability Support Services and provide supporting documentation from their medical provider. Accommodations are not retroactive and take effect only from the date issued, so ADN students are encouraged to request them as early as possible.

Helpful information, to include the WCC Disability and Accessibility Handbook, can be found on the WCC website (https://www.wallace.edu/campus-life-resources/disability-support-services/).

Contact Information for Disability Support Services:
- Wallace Campus: Dr. Ryan Spry, Director, Student and Campus Services, (334) 556-2587
- Sparks Campus: Ms. Terri Ricks, Coordinator, Student Services, (334) 556-4270

Pregnancy Accommodations

In alignment with Title IX of the Education Amendments of 1972, Wallace Community College provides reasonable accommodations to students who are pregnant, have recently experienced childbirth, and/or have medical needs related to pregnancy or a pregnancy-related condition.

A pregnant or parenting student experiencing related medical conditions may request accommodation through the College's ADA Coordinators.

Title IX Harassment Policy

Wallace Community College is committed to protecting its students, staff, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Harassment includes but is not necessarily limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Sexual harassment refers to behavior of a sexual nature that interferes with the work or education of its victims and their co-workers or fellow students.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employers, other employees, other students, or non-employees is a violation of this policy.

Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should first tell the person responsible for stopping the action. In addition, the person should contact a college official (faculty member or staff member) as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint, which will include a referral to the Title IX Coordinator.

When the Title IX Coordinator receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. You are not required to respond to this outreach.

Additional information can be found on the WCC website (https://www.wallace.edu/campus-life-resources/student-conduct-and-title-ix-procedures/).

Title IX Coordinator: Dr. Ryan Spry (334) 556-2587

Notification of Changes

Policies and procedures for the Nursing Program are communicated to students through multiple channels, including the ADN Program Student Handbook, the course learning management system, the College Catalog, and the institutional website.

The Nursing Program Student Handbook is regularly updated to ensure the accuracy and relevance of the information provided, and is available on the Wallace Community College website.

While annual updates are mandatory, revisions may be made at any point during the academic year. Students are required to review the most current version of the handbook upon entering the program and annually thereafter.

Communication Channels / Chain of Command

In the event of a problem during the semester, students should first attempt to resolve the issue directly with the instructional staff or student involved. If an agreement cannot be reached or if dissatisfaction persists, the next step is to consult the course instructor. Should the issue remain unresolved, students may then schedule an appointment with the Division Director. If further resolution is needed, the Dean of Health Sciences may be consulted.

It is important to follow this chain of command in the order outlined, as resolution should begin at the most direct level. Students who do not follow this process will be redirected to adhere to the steps outlined above.

Statement Regarding Licensure

APPLICATION FOR LICENSURE

Instructions and the application for RN licensure by examination may be obtained from the Alabama Board of Nursing website. The application includes questions regarding past arrests or convictions for DUI or other criminal offenses (misdemeanor or felony), as well as questions related to a history of mental illness or chemical dependency. Candidates are strongly advised to answer all regulatory questions truthfully, as providing false or incomplete information may result in denial of licensure.

These regulatory questions assist the Board in determining the applicant's "good moral character," as required by law. An affirmative response does **not** automatically prevent an individual from becoming licensed. Applicants are expected to read each question carefully and respond honestly.

Each year, many individuals who provide affirmative responses to one or more regulatory questions are approved for licensure. The regulatory questions address an applicant's past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge.

Applications that show no concerns beyond eligibility for licensure pending examination results will be processed routinely. However, applications with an affirmative response to one or more regulatory questions require additional review and cannot be processed routinely. For additional information, please visit the Alabama Board of Nursing website.

If you wish to be licensed through another home state, most state licensing boards provide FAQ resources on their websites that explain how incident history is reported, reviewed, and considered in licensing decisions.

LEGAL LIMITATIONS FOR LICENSURE AND EMPLOYMENT

According to the Nurse Practice Act of Alabama and the Administrative Code of the Alabama Board of Nursing, application for licensure in Alabama may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law.

Additionally, many healthcare facilities may not employ individuals, even those who are fully certified and/or licensed, if they have a history of felony convictions or demonstrate personal behaviors that are deemed unprofessional, including substance abuse.

Although an applicant may meet the qualifications, final approval to take the licensure examination and become licensed is subject to action by the Board of Nursing. It is important to note that passing a criminal background check and being admitted to the nursing program does not guarantee eligibility to take the licensure exam.

Denial of a License

Nursing licensing agencies are required by law to assess an applicant's "good moral character". Grounds for denial of RN licensure by examination include, but are not limited to:

- conviction of a felony
- conviction of a misdemeanor or felony involving moral turpitude or gross immorality
- conviction of a state or federal law relating to controlled substances (may be misdemeanor or felony)
- failure to show good moral character pertaining to nursing
- abuse of or addiction to alcohol or other drugs
- being mentally incompetent
- unprofessional conduct
- false representation of facts on the application for licensure

(Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8- .01; 610-X-8-.02; 610-X-8-.03)

Mission and Philosophy

Wallace Community College is part of The Alabama Community College System (ACCS).

WCC NURSING MISSION STATEMENT

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

NURSING PHILOSOPHY

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

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

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

COMPETENCIES

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

- **Human Flourishing** – An effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. It encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. Achieving human flourishing is a life-long existential journey of hopes, achievements, regrets, losses, illness, suffering, and coping. The nurse helps the individual to reclaim or develop new pathways toward human flourishing.

- **Nursing Judgment** – Encompassing critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation.

- **Professional Identity** – Internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, reflects, and grows in the profession. The nurse must internalize these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession.

- **Spirit of Inquiry** – A persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problem-solving. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in both predictable and unpredictable situations.

CONCEPTUAL FRAMEWORK

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

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

EXPECTED NURSING PROGRAM OUTCOMES

1. **Performance on Licensure Exam**:   At least 80% of graduates who take the NCLEX-RN for the first time during the same 12-month period will achieve a passing score, meeting or exceeding the Alabama Board of Nursing Prelicensure Program Pass Rate standard.

2. **Program Completion**: At least 25% of the students admitted will graduate within 100% of the stated program length, and at least 60% of the students admitted will graduate within 150% of the stated program length, beginning with the first required nursing course.

   - Traditional Associate Degree Nursing / Full-time – 5 semesters
   - Traditional Associate Degree Nursing / Part-time – 7 semesters
   - LPN-to-RN Mobility – 3 semesters

3. **Job Placement**: At least 95% of graduates will be employed in a position for which the program prepared them (as a registered nurse) within 6 to 12 months after graduation.

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.

EVALUATIONS

Students have the opportunity to take an active role in the ongoing development and evaluation of the nursing program. Participation occurs through end-of-semester course evaluations as well as program and curriculum evaluations completed after graduation.

End-of-semester evaluations are distributed to gather anonymous feedback regarding courses, clinical sites, and instructors. Students are expected to provide honest, constructive, and professional feedback based on their own experiences. This input supports continuous program improvement and contributes to instructors' personal growth.

Completion of all end-of-semester evaluations is a required component of each course. Course grades may be withheld until all assigned evaluations have been submitted.

RESPONSIBILITY OF TEACHING AND LEARNING

The primary goal of instruction is to facilitate student learning. Instructors are responsible for designing, organizing, and delivering course content, while students are expected to take an active role in their own education. This includes following instructor guidance, completing all required coursework, and coming prepared for class, laboratory, and simulation experiences in order to develop the knowledge and skills necessary for success.

Academic success requires adequate time and consistent effort. Students should plan to devote several hours of study for every scheduled hour of class. Extracurricular commitments, including employment, should not interfere with academic responsibilities, as instructors' expectations remain the same regardless of outside activities.

Instructors will utilize their expertise and professional experience to present course material in a meaningful and engaging manner. They will strive to create a disciplined, yet supportive learning environment that encourages curiosity, critical thinking, and active participation. While questions are welcomed, students should understand that meaningful learning and deeper understanding often occurs when working through challenges rather than simply receiving immediate answers.

Ultimately, the responsibility for learning rests with the student. Instructors will provide guidance, support, and encouragement, but the student must demonstrate the commitment, initiative, and effort to learn. Full-time students should approach their studies as a full-time commitment and recognize that academic success requires dedication, focus, and hard work.

HONESTY and PLAGIARISM

Academic integrity is fundamental to the educational process. To promote professional conduct and personal integrity, it is imperative that each student do his/her own work.

Students who obtain passing grades through dishonest means may compromise client safety.

Students who observe dishonest behavior by a peer or any healthcare employee are expected to report it to the course instructor. Failure to report such behavior may also result in disciplinary action.

Academic dishonesty includes, but is not limited to:
- Copying from another student's work, test, or paper **including clinical paperwork and critical points**, or allowing another student to receive credit for your work.

- Looking at another student's exam, or allowing another student to look at your exam.
- Collaborating with another student or any other person(s) during an exam.
- Using any item or resource not approved by an exam administrator (e.g., calculator, cell phone, drink bottle, etc.).
- Obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any part of a course exam
- Offering or accepting a bribe to obtain exam information.
- **Sharing or receiving exam information from another section or class group.**
- Any breach of test security.
- Unauthorized audio recording, video recording, or note-taking during a test review.
- Failing to report any observed dishonest behavior.
- Plagiarism.

Plagiarism is defined as submitting work for credit in one course that has already been submitted for credit in another course, or copying any part of someone else's intellectual work—whether ideas or written content, published or unpublished—including that of other students—and presenting it as one's own.

Proper citation using the current edition of APA format is required for any quoted material, and students must give full credit to original sources.

There will be zero tolerance for plagiarism or the use of another person's work, including the work of fellow students. All assignments submitted to faculty must be the student's own original work. This policy extends to misrepresentation of clinical information, falsification of patient records, and falsification of clinical hours.

Any student found to have knowingly submitted false information or work that is not their own will receive a zero for the assignment. An academic grievance will be filed against the student in accordance with college policy. Likewise, cheating during exams or on any required activities will result in actions consistent with the college's **Student Code of Conduct.**

CELL PHONES

Classroom Use
- Cell phones must be placed on silent or vibrate during class time.
- Communication by any inappropriate means, including texting, messaging, etc., is strictly prohibited during class time.
- Students who anticipate receiving an urgent call during class, must notify instructors before class begins.
- If a call is received, the student will be required to step outside the classroom to address it.

Clinical Use
- Cell phone use is prohibited in all direct patient care areas during clinical.

ELECTRONIC DEVICE USE DURING INSTRUCTION

Classroom

- Audio recording of lectures may be permitted solely for personal study purposes.
- Students are prohibited from retransmitting, sharing, distributing, or posting recorded lectures without the explicit consent of the instructor.
- Prohibited forms of transmission include, but are not limited to, posting recordings on websites or social media platforms (e.g., YouTube, Facebook, etc.) and sharing full or partial recordings with others.

Skills Lab / Simulation Lab

- Video recording of any skills instruction or simulation lab activities is strictly prohibited.

CLASSROOM INTERACTION

All classroom interactions are expected to be conducted in an honest, respectful, and professional manner. Instructors establish the tone and expectations for the learning environment. Discussion and questions are encouraged when appropriate; however, student comments and inquiries should remain thoughtful, relevant, and conducive to learning.

Students are expected to dress appropriately for a professional educational setting, avoiding attire that is overly revealing or disruptive. Unsanctioned talking, eating, sleeping, or reading material unrelated to the course during class is considered disruptive behavior. Students who engage in rude or disruptive conduct may be asked to leave the classroom. Any student dismissed for such behavior must meet with the instructor before being permitted to return.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Instructors may close the classroom door once instruction has begun and may prohibit late entry until a class break.

CLASSROOM ATTENDANCE POLICY

Students are expected to attend all class sessions, arrive on time, and remain for the full duration of each class. Faculty will record attendance beginning with the first day of the semester. Students in all courses, regardless of delivery method, are required to complete an attendance verification activity or assignment.

Excessive absences, regardless of reason or circumstance, may hinder a student's ability to meet course requirements successfully. If absences place a student at risk of failing the course, the student should withdraw before the published deadline to receive a grade of **"W"**. Students should be aware that withdrawing from a class may impact eligibility for federal financial aid. It is the student's responsibility to contact the WCC Office of Financial Aid for guidance prior to withdrawing.

When absent, students are responsible for all content covered and all assignments given during the missed class session. Instructors are not responsible for, nor required to notify students, of any missed work. Course materials, including content and assignments, are available in the course syllabus and in the Canvas learning modules.

COURSE SYLLABI

Each nursing course includes a syllabus, which serves as the student–faculty agreement for that specific course. Syllabi are accessible online through the Canvas learning platform. Each syllabus outlines the course objectives—all of which must be met to successfully pass the course—along with course requirements and evaluation methods.

It is the student's responsibility to read and understand the contents of each course syllabus at the beginning of the semester. Students with questions or who require clarification should schedule an appointment with the course instructor.

Syllabi provide an overview of planned activities throughout the term; however, faculty may modify activities as necessary to address unforeseen circumstances. Any changes will be announced in class and/or communicated through Canvas.

COURSE LEARNING MANAGEMENT SYSTEM (Canvas)

Courses in the ADN program incorporate web-based materials through a course learning management system (Canvas). Students are expected to access and utilize these materials as outlined in the course syllabus. For students without access to a personal computer, computers and printing services are available in the Health Science Resources Center. Students are responsible for ensuring they have reliable access to these resources.

Each student should log in daily to the college's learning management system for class updates and other important. official communication from the instructor. Canvas is the primary means of communication between instructors and students. Students are responsible for being aware of the class schedule, attendance, and grades.

Any information regarding a student's schedule, attendance, grades, or academic disciplinary action will be communicated by the instructor through Canvas or WCC email. Instructors will respond in a timely manner to emails and Canvas messages. Responses may be delayed on weekends, holidays, during emergencies, or when the instructor is sick; messages will be addressed upon the instructor's return.

INSTRUCTOR MEETINGS

Students may meet with instructors during designated office or remediation hours, which are posted in the course and on the remediation calendar. Appointments must be scheduled at a mutually convenient time and should be kept by both parties. If an appointment cannot be kept, the person unable to attend must contact the other and make arrangements to reschedule.

PROFESSIONAL BOUNDARIES

To maintain professional boundaries, it is not appropriate for students and instructors to "friend" each other on social media. If a personal relationship existed prior to enrollment, it must remain strictly professional in the context of the Educator–Learner relationship while the student is enrolled.

All communication related to educational matters should occur through college-provided channels, such as WCC student email or designated learning management system.

STUDENT EMAIL

Upon acceptance to the college, each student is assigned a WCC email account. Students are strongly encouraged to use their college-provided email and check it regularly, as important updates and official communications will be sent to this account.

WCC ALERT

Students are encouraged to sign up for "WCC Alert" by visiting www.wallace.edu/wccalert.

The alert system provides mass electronic notification of emergency information to the campus community via email, text message, the WCC homepage, etc. 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.)

EMERGENCIES / CAMPUS POLICE

The mission of Wallace Community College's Campus Police Department is to provide a safe environment for all students, faculty, staff, and visitors by detecting and deterring crime, the fear of crime on campus, securing and protecting College property, and providing a variety of proactive programs/information on crime prevention and safety. Wallace Community College's Campus Police Department has primary responsibility for providing continuous patrol coverage and traffic operations on campus property.

In case of accidents or other emergencies that are not life threatening, students are instructed to advise the nearest faculty or staff member. In the absences of faculty or staff, students can locate any College telephone and dial "0" for the Switchboard operator for assistance.

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

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

Contact Information

ADMINISTRATIVE STAFF

Name	Extension	E-mail
DuBose, Dr. Wendy – Dean, Health Sciences		
Buntin, Ms. Kathy – Associate Dean, Health Sciences	2292	kbuntin@wallace.edu
Daniels, Dr. Rayanne – Division Director, ADN	2604	rdaniels@wallace.edu
Blackmon, Ms. Michelle – Secretary, ADN	2262	mblackmon@wallace.edu
Edwards, Ms. Tunique – Clinical Records Clerk	2391	tedwards@wallace.edu
Clenney, Ms. Karen – Simulation Center Coordinator	2365	kclenney@wallace.edu
Craig, Ms. Laricia – Retention Lab Coordinator	2504	lcraig@wallace.edu

INSTRUCTIONAL STAFF

Name	Extension	E-mail
Aliabadi, Ms. Leighann - Instructor	6803	laliabadi@wallace.edu
Collins, Dr. Megan - Instructor	2496	mcollins@wallace.edu
Fuller, Ms. Charlotte - Instructor	2293	cfuller@wallace.edu
Glass, Mr. Tracy - Instructor	2518	tglass@wallace.edu
Godwin, Dr. Jennifer - Instructor	2605	jgodwin@wallace.edu
Hardwick, Dr. Kirsti - Instructor	2431	khardwick@wallace.edu
Justice, Ms. Kathryn - Instructor	2431	kjustice@wallace.edu
Laye, Dr. Madison - Instructor	2506	mlaye@wallace.edu
Lindsay, Dr. Lora – Instructor	2269	llindsay@wallace.edu
McIntosh, Ms. Emily – Clinical / Lab Instructor	2441	emcintosh@wallace.edu
Money, Mr. Nic - Instructor	2606	nmoney@wallace.edu
Neal, Dr. Beth - Instructor	2622	bneal@wallace.edu
Owens, Dr. Anna - Instructor	2551	aowens@wallace.edu
Paul, Ms. Brandi - Instructor	2591	bpaul@wallace.edu
Radney, Dr. Monica - Instructor	2584	mradney@wallace.edu
Ritter, Ms. Desiray - Instructor	2410	dritter@wallace.edu
Sawyer, Dr. Jennifer - Instructor	2550	jsawyer@wallace.edu
Silavent, Ms. Darla - Instructor	2207	dsilavent@wallace.edu
Trawick, Dr. Melissa - Instructor	2258	mtrawick@wallace.edu
Whitlow, Dr. Joy - Instructor	2488	jwhitlow@wallace.edu
Wray, Mr. Dallas – Clinical / Lab Instructor	2492	dwray@wallace.edu
Wynn, Ms. Janice - Instructor	2384	jwynn@wallace.edu

STUDENT ID POLICY

Student IDs may be obtained in the libraries on the Wallace and Sparks campuses.
The College requires **ALL** students to possess a photo student identification (ID) to aid in the security of the campuses. Students can obtain a digital or standard ID as the official means of identification at Wallace Community College; however, students attending courses that physically meet on any of the College campuses **must** obtain a standard photo ID each academic year.

Students are required to have IDs in their possessions while on campus. Individuals without proper identification will be asked what business they have on campus. If the answer is satisfactory (i.e., potential applicant filing for admission or financial aid, visitors on campus tour), individuals will be allowed to continue with their business and immediately leave campus upon completing that business. If individuals claim to be students, the College officials will ask for their student ID. If none can be provided, the individuals will be asked to leave the campus until they can return with a valid Wallace Community College student ID. The College Police will escort individuals off campus if they fail to produce the proper ID.

Students in the ADN program are required to obtain a physical ID card by the second week of class for attendance verification, as faculty members will not allow a student to attend class without a proper ID.

AUDITING FOR HEALTH SCIENCE CLASSES

Health Science courses, to include nursing, are not eligible to be audited at WCC.

BACKGROUND SCREENING POLICY FOR STUDENTS IN THE HEALTH SCIENCES

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.

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. Students 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.

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 screening.

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) <u>General Services Administration (GSA) Excluded Parties List Service</u> 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) <u>Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN)</u> includes individuals associated with terrorism and Narcotics Trafficking.

e) <u>National Terrorist Watch List</u> contains names of international terrorism suspects and those of people who aid them.

4. <u>National Sex Offender Public Registry,</u> maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.

5. <u>Professional License, Certification, or Designation Verification</u> 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.

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.

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 accommodation. 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 accommodation.

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. Ryan Spry	(334) 556-2587
Sparks Campus	Ms. Terri Ricks	(334) 556-4270

HEALTH & CLINICAL 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 by the announced deadline(s) will not be allowed to continue in the program.**

NOTE: *Any changes or updates will be communicated, as needed. WCC operates in conjunction with local clinical facilities and all nursing students are subject to the requirements of those facilities in order to complete clinical nursing courses. Examples of this would be requirements for annual flu vaccination or COVID19-related documentation.*

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.

The following are required for ALL students:

- **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.

- **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.** In addition to the following requirements, additional items may be requested, as deemed necessary by local clinical facilities. At minimum, 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	A **two-step** TB Skin Test is required to enter 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. *An annual one-step TB Skin Test is required each subsequent year.*
	In lieu of a two-step TB Skin Test, students can present documentation of a **TB blood test**. *An annual TB blood test or one-step TB Skin Test is required each subsequent year.*
	Students who are unable to receive the TB skin test due to a previously positive TB result or previous BCG vaccination, must submit documentation stating such along with documentation of a clear **chest x-ray**. Completion of an annual *Tuberculosis Questionnaire* (provided by the WCC health program) will also be required.
MMRV Titer	A **MMRV (Measles, Mumps, Rubella, and Varicella) titer** is required to enter the ADN program.
	If any results are negative or non-immune, the student must sign the *MMRV Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection.
	Proof of vaccination is not required and will not be accepted in place of titer results.
Hepatitis B	A **Hepatitis B titer** is required to enter the ADN Program.
	If the results are negative or non-immune, the student must sign the *Hepatitis B Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection.
	Proof of vaccination is not required and will not be accepted in place of titer results.
Flu / COVID / Fit Test	To comply with current clinical agency requirements, students will submit an **annual Flu Survey** with copy of vaccination (if received), an **annual COVID-19 Survey** with copy of vaccination (if received), and **annual Fit Test** (for face mask).
CPR	Students are required to maintain **current Basic Life Support (BLS) CPR.** CPR certification must come from an American Heart Association or American Red Cross provider. NO ONLINE ONLY CPR CERTIFICATIONS WILL BE ACCEPTED.
Clinical Training Forms	Each clinical facility we use has policy and procedural documentation required for students to participate in clinicals at their location. These training forms will be assigned upon entry to the program and are required by a given deadline prior to attendance in clinicals.

- **CONTINUING HEALTH STATUS** – It is a student's responsibility to notify the nursing faculty of any changes in his/her health status, i.e. pregnancy, surgery, injuries, etc. 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.

- **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 automatically added at the time of registration in applicable NUR courses. The blanket policy only provides coverage for **incidents occurring during required clinicals** and it expires at the end of each term.

- **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.

Important Information for Health and Clinical Records

1. It is the student's responsibility to ensure that all records are submitted and are up to date. **ANY STUDENT WHO FAILS TO MEET ANNOUNCED DEADLINES FOR EACH SEMESTER WILL BE REMOVED FROM CLASS, LAB, CLINICAL, ETC. AND WILL NOT BE ALLOWED TO RETURN UNTIL ALL RECORDS ARE IN COMPLIANCE.**

2. Updates to health records may be required while a student is enrolled in the ADN program, i.e. TB skin test, CPR, Tdap, etc. **ALL UPDATES MUST BE PRESENTED ON THE FIRST DAY OF CLASS AND MUST BE GOOD FOR THE ENTIRE SEMESTER.** For example, TB skin tests are required annually for all students. If the semester begins on January 10th and ends on May 5th, and your TB skin test expires March 3rd, you will have to update your information prior to January 10th in order to have it available for class and to be current for TB throughout the semester.

3. **STUDENTS MUST KEEP PERSONAL COPIES OF ALL HEALTH-RELATED RECORDS**. Re-submission of records may be requested by ADN Program personnel at any time. Copies of records WILL NOT be provided back to students. In the event the student requires a copy of any health-related record, he or she must seek it from the original source, i.e. the healthcare provider.

HEALTH SCIENCES SIMULATION CENTER POLICY

WCC's Simulation Center replicates a simulated clinical unit. All policies and procedures followed in the hospital setting will be implemented.

Rules and Regulations

- Anyone ignoring the rules/regulations of the simulation center will be asked to leave.

- Students as active learners are expected to come prepared and remain actively involved throughout the scenario.

- Respectful behavior towards fellow students, faculty, staff, and simulation center resources is expected.

- Handle ALL simulators with care as you would your patients; the simulators can be easily damaged.

- Once a simulation session has begun, students will not be allowed to enter the simulation area.

- When entering and exiting the Simulation Area, please do so quietly out of respect to other ongoing simulations of fellow students.

- Only students participating in simulation will be allowed into the Simulation Center.

- Only authorized college personnel are allowed in simulation control room.

- Students and faculty are asked to immediately report broken or missing equipment.

- To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.

- NO food, drink, or gum will be allowed and must be stored or disposed of before entering any Simulation Area.

- Gloves MUST be worn at all times when in contact with any simulator. It will help to protect the simulator's skin from dirt, oils, and help the skin to last longer.

- Adherence to the dress code is expected. Student must follow proper dress code for your simulation experience per direction of instructor. If not properly dressed, student will not be allowed to participate in simulation.
- Come prepared with the necessary supplies as you would for a hospital experience: stethoscope, pen light, drug book, etc. If unsure about what you need, please check with your instructor.
- Please bring only what is needed for your simulated clinical experience.
- ABSOLUTELY no ink pens near any simulator. Pencils will be provided in the Simulation Center.
- Supplies used in simulation must remain in the simulation area.
- Do not place PO medication into the simulator's mouth.
- NEVER remove an IV Catheter from a simulator.
- NEVER use Betadine on the simulator, it will stain the simulator
- Use a 22g IV or smaller for IV starts.
- Use learned procedures and protocol when performing all scenarios.
- Know when to implement Standard Universal Precautions and Safety Measures including wearing masks, gloves, and gowns when appropriate.
- Proper hand washing techniques.

Electronic Devices

- Personal electronic devices — including phones, smartwatches, tablets, smart glasses (of any kind/or type, non-prescription) and any recording or transmitting technology — are not allowed during simulation sessions.
- Cell phones and other devices must be turned off or set to silent mode and stored in secure areas before entering.
- Exceptions for medical or accessibility needs will be allowed per program guidelines.
- Violations may result in removal and disciplinary action.

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.

DISCIPLINE POLICY

Fundamental attributes of ethical and professional behavior include, but are not limited to, honesty, integrity, civility, a strong desire to learn, respect for the academic process, concern for the welfare of patients and their families, commitment to patient confidentiality, respect for the rights of others, emotional maturity, and self-discipline. Because the development of professional and practice behaviors is an essential component of nursing education, demonstrating these behaviors throughout your program is considered an academic requirement.

Professionalism is a cornerstone of a successful academic experience. It supports integrity and compassion in the delivery of health care and fosters a collaborative, responsible health care team. At times, circumstances may arise that raise concerns about a student's capacity or willingness to uphold these standards. The ADN program maintains both the responsibility and authority to determine a student's continued eligibility within the nursing program.

By accepting admission into the ADN Program, students agree to comply with all policies and expectations, including those related to professional and practice behaviors.

All nursing students are expected to consistently demonstrate high standards of professional and clinical conduct in every educational environment, including but not limited to the classroom, skills laboratory, simulation laboratory, clinical agencies, and any setting where the student is in uniform.

A behavior violation may be issued when a student engages in conduct deemed inappropriate or fails to perform at the expected level. Depending on the severity or nature of the incident, the violation may be escalated at the discretion of program administrators. All behavior violations are documented in the student's file and remain part of the record from semester to semester.

Level 1– Professional Behaviors Violations

Each level 1 violation will result in a student conference with the course instructor and will be documented in the student's nursing program file. A student who receives a total of three level 1 violations will be referred to the ADN Division Director for further counseling and disciplinary action (ranging from behavioral improvement plan to dismissal from the program, depending on the severity).

Level 1 Professional Behavior Violation Examples Include:

- Distracting or Insensitive behavior in class, lab, clinical, or simulation
- Disrespectful behavior towards instructors or peers
- Bullying of instructors or peers
- Lack of preparation or engagement in the class and/or lab setting
- Habitual tardiness to class and/or lab
- Breach in simulation scenario confidentiality

Level 2 Critical Behavior Violations

Level 2 violation will result in a clinical grade of zero. The incident will require a formal student conference with the course instructor and will be documented in the student's nursing program file.

Students receiving a Level 2 violation will also be referred to the ADN Division Director for further counseling and disciplinary action (ranging from behavioral improvement plan to dismissal from the program, depending on the severity of the behavior).

Level 2 Critical Behavior Violation Examples Include:

- Unsafe practice or behavior that results in harm to a patient, staff, or another student
- Evidence that there is drug/alcohol use during scheduled school activities
- Diverting drugs in the clinical setting
- Negligence or refusal to perform nursing duties/act in the best interest of the patient
- Physically abusive behavior towards others
- HIPPA Violations
- Falsification of patient records
- Impairment
- Abandonment of patient care or clinical responsibilities
- Violation of any clinical facility internal policies

DRUG CALCULATION EXAM

A Level I Drug Calculation Exam will be administered in NUR104 (Introduction to Pharmacology). 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.

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, 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 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	Nursing (NUR) Courses Grading Scale
A = 90-100	A = 90-100
B = 80-89	B = 80-89
C = 70-79	**C = 75-79**
D = 60-69	D = 60-74
F = 59 and below	F = 59 and below

GRADE CALCULATIONS

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

WCC nursing programs will carry all grade computations within a course (exams, quizzes, comprehensive tests, outside activity grades, etc.) to the hundredths place with no rounding applied to intermediate steps.

Final course averages will be rounded to the nearest whole number and the following grading scale applied:

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

PROGRESSION and NON-PROGRESSION POLICY

Progression Policy

Progression in Nursing

To progress (continue) in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Maintain a 2.0 GPA at Wallace Community College.
3. Be acceptable by clinical agencies for clinical experiences.
4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
5. Maintain all recurring health records, specifically those with annual updates.
6. Maintain current CPR at the BLS, health care provider level.
7. **Students in the WCC LPN-to-RN Mobility program must maintain a current and unencumbered Alabama or multistate LPN license throughout the program.**

Non-progression in Nursing

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.

Repeating Nursing Courses

1. Students who experience non-progression in the nursing program, and who desire to continue in the program, will be allowed to register for repeated nursing courses on a space available basis.
2. Students who repeat a course or semester in nursing will only be allowed to repeat one time. After the first D, F, or W a student can repeat a course or courses, if taken concurrently in a semester. After the second D, F, or W, in a separate semester, a student is dismissed from the program.
4. A student must maintain a 2.0 cumulative GPA at Wallace Community College to continue in the nursing program.
5. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed to continue in the nursing program.
6. 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.
7. If a student has a documented extenuating circumstance that should be considered related to withdrawal or failure, then the student may request a review by the ADN Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program. (*see ADN appeal process*)

Readmission After Dismissal Due to Non-Progression in Nursing

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

Break in Enrollment

Students who have a personal need to temporarily break enrollment from nursing program (NUR) classes:

1. For students eligible to progress in the NUR program, a break in enrollment from NUR courses cannot exceed one calendar year.

2. If a break in enrollment is greater than one calendar year, re-application for entry to the nursing program will be required. Upon re-application and acceptance to the nursing program, the student will begin as a new student and will repeat any nursing courses previously completed.

3. Update any drug testing or background screening according to the nursing program policy.

4. Ensure that admission status with the Office of Admissions is "active". Please note, if reactivation is required, you will be placed under the catalog requirements for the year at the time of reactivation. You will be subject to the curriculum requirements of the catalog assigned at time of re-admission to the college.

ADN Transfer to LPN Program at WCC

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.

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. Meet minimum admission standards for the nursing program.
2. 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. 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. Meet acceptability criteria for placement at clinical agencies for clinical experience.

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.

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. Meet minimum admission standards for the nursing program.
2. 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. Comply with all program policy requirements at accepting institution.
7. Meet acceptability criteria for placement at clinical agencies for clinical experience.

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.

Student selection for transient status is based on GPA in nursing program required courses.

PROGRESSION POLICY APPEAL PROCESS

Students entering the ADN program 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 <u>unforeseen and impacts the student's ability to continue in the semester</u>. The Committee will review 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. If the circumstance allows, students should meet with the course instructor or faculty advisor for information about available assistance, or counsel regarding making up work, improving grades or withdrawal from the course.

2. The student will complete the Appeal Request form as completely as possible. The request should be submitted within **12 calendar days of the end of the semester that the student is appealing.**

   a. The student may request a form from their course instructor, faculty advisor, or via email from adnappeals@wallace.edu.

3. The request may be submitted to the student's course instructor, the ADN office mailbox on the second floor of the Health Science building, or may be e-mailed along with attachments to adnappeals@wallace.edu.

4. The ADN Admission Committee will meet as needed to consider all appeals that have been received. The decision of the committee will be provided to the student via email, as well as being filed in the student's records.

5. A student will be considered for an appeal only one time throughout their progression in the curriculum.

SOCIAL MEDIA POLICY FOR ADN STUDENTS

Purpose:

To provide guidelines and identify prohibited conduct and best practices regarding ADN students' general use of social media. Students are advised to use social media cautiously. Distribution of sensitive and confidential information, intentional or unintentional, is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with an audience, individuals have less control about how materials posted will be used by others.

Definitions:

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. The term "social media" includes, but is not limited to: web and mobile phone applications, blogs, photo and video sharing sites, micro-blogging and social networking sites, and wikis. Examples **include but are not limited** to LinkedIn, Wikipedia, Second Life, Flickr, podcasts, Allnurses.com, Twitter, Facebook, YouTube, Snapchat and Instagram. Regardless of how these forms of social media are used, students are responsible for the content they post or promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor.

Other electronic means shall mean any other web-based or mobile technologies by which users can communicate electronically, including, without limitation, text messaging, electronic messaging platforms (e.g., Whatsapp), and video-conferencing technologies (e.g., Zoom, Facetime, MS Teams, etc.).

General Use of Social Media:

A. ADN students are **prohibited** from engaging in the following conduct in connection with their use of social media:

1. Accessing, posting information on, or communicating through social media or other electronic means, during didactic, clinical or volunteer activities of the program, unless approved by the course instructor as part of a course assignment or activity.

2. Posting or distributing photographs or videos obtained during any didactic, lab or clinical session, through social media or other electronic means, unless approved by the course instructor as part of a course assignment or activity.

3. Posting information on social media, or through other electronic means, about, or images of, a patient, fellow student, instructor or research subject, including references to the health care of family members, employment or employers, conditions, locations of treatment, or any circumstances surrounding a situation, which violate federal or state privacy laws, including without limitation, HIPAA and FERPA. Accordingly, the use of social media for clinical discussions that include any identifiable information related to patients or affiliated clinical facilities is prohibited.

4. Posting negative, disparaging, harmful, racist, homophobic, derogatory, or unprofessional remarks or gestures about the college, fellow students, instructors, patients (either a generalized or specific group of patients, or an individual), patient visitors, clinical sites, or other health care professionals through social media is strictly prohibited. This will be considered unprofessional and a form of misconduct.

5. Students must not save or transmit confidential, identifying or sensitive patient information on your personal computer or other electronic device.

6. Email or texting correspondence with faculty should be treated as public and should not include patient identifying information.

B. Compliance with Ethical and Professional Standards

1. ADN students are expected to comply with the ADN social medial policy regarding student misconduct and the National Council of State Boards of Nursing (NCSBN) guide to the use of social media at all times which can be found at (https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf).

2. The ADN faculty considers compliance with the ADN social medial policy, the NCSBN guide to the use of social media, and NLN competencies, an academic requirement of the program. A student will be subject to disciplinary action up to and including dismissal from the program in which the student is enrolled, if it is determined that the student has failed to comply with the academic requirements of the program by failing to adhere to the ethical and professional standards of the ADN program.

Consequences:

- Violations of patient privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. In the event that a student is found to have violated the ADN Social Media Policy, the student will be subject to disciplinary action.

- **Students whose behavior does not comply with these professional standards will receive sanctions that may include but are not limited to a lower or failing grade in a course or clinical component of a course, immediate removal from a course (i.e., administrative drop), or dismissal from the nursing program.**

- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

- **Students must be aware that the clinical agency has the contractual right to prohibit a Health Division student from being placed at the agency.** Students must conform to the rules, polices, and procedures of the clinical affiliate in order to participate in clinical learning experiences. If a student is prohibited from being placed at any of our contracted facilities, the student cannot continue in the program.

Students should report breaches of this policy to an instructor promptly.

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. (BLS)
- Must be renewed 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 who 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 in clinical assignments will have access to confidential information about clients, physicians, and staff. This information **must not** be shared except with those directly involved in client care.

A client's condition may **not** be discussed with the client, family members, or any person not directly responsible for the client's care. Only the physician or other authorized personnel are permitted to discuss the client's condition with others.

All students enrolled in the Associate Degree Nursing program are required to sign a **Statement of Confidentiality**, which outlines the requirements for maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Additionally, students may be required to participate in HIPAA training and/or sign facility-specific confidentiality agreements for any clinical sites they attend.

STUDENT NURSE APPRENTICE PROGRAM

The ADN program at WCC works with local healthcare facilities who wish to sponsor students in the Apprentice Program for students in nursing. This program is governed by the Alabama Board of Nursing, pursuant to Alabama Act No. 2021-27.

The Student Nurse Apprentice rules are located under Chapter 610-x-154 of the ABN Administrative Code.

WCC ADN NEAR MISSES / ERRORS POLICY

Policy Statement

The ADN program maintains a *just culture* that encourages transparency and learning from mistakes while prioritizing patient safety. Student near misses and errors will be addressed promptly, documented appropriately, and used as opportunities for education and professional growth rather than punishment.

Definitions

- **Error:** A mistake or action that results in or has the potential to result in harm to a patient.
- **Near Miss:** An event that could have resulted in an error but was intercepted before reaching the patient.
- **Just Culture:** An environment that promotes accountability, open communication, and learning without fear of punitive consequences for unintentional errors.

Procedures

1. **Immediate Action**
   - Any student involved in or witnessing a near miss or error must report it immediately to the clinical instructor or preceptor.
   - The clinical instructor ensures patient safety and follows the clinical agency's reporting procedures.

2. **Documentation**
   - Faculty document the event in accordance with both the clinical site's and the nursing program's requirements.
   - A confidential record is maintained in the student's file for tracking and follow-up.

3. **Faculty Review & Debriefing**
   - The instructor conducts a debriefing session with the student(s) involved, focusing on reflection, identification of contributing factors, and strategies for prevention.
   - When appropriate, the incident is used as a teaching case in simulation or class (with anonymity maintained).

4. **Remediation & Learning Activities**
   - Students may be required to complete additional learning activities such as skills lab practice, simulation exercises, reflective journaling, or written analysis using root cause frameworks (e.g., "What went wrong? What could be done differently?").
   - Faculty ensure the remediation plan is individualized and documented.

5. **Program-Level Review**
   - Aggregated reports of near misses and errors are reviewed each semester by the faculty team to identify trends.
   - Findings inform curriculum revision, additional simulation scenarios, or faculty development as needed.

Accountability

- Students are expected to uphold ethical and professional critical behaviors that will result in clinical zero's and/or additional action as determined by the program are listed below:
    - Compromised patient safety (e.g., unsafe medication practice, infection control breach)
    - Unprofessional conduct (e.g., disrespect, inappropriate communication, insubordination)
    - Violation of ethical/legal standards (e.g., HIPAA breach, falsification of records)
    - Impairment (e.g., suspected substance use, emotional instability, fatigue)
    - Abandonment of patient care or clinical responsibilities
- Faculty are responsible for ensuring incidents are managed constructively and in compliance with agency and program policy.
- The program will not tolerate intentional unsafe practices or concealment of errors. Such cases may result in disciplinary action consistent with the student handbook.

Outcome

Through this policy, the ADN program ensures that near misses and errors are transformed into meaningful learning opportunities that enhance student competency, support patient safety, and promote a culture of continuous improvement in nursing education and practice.

WCC ADN SIMULATION / LAB / CLINICAL EXPECTATIONS AND RESPONSIBILITIES

Legal Responsibilities in Clinical Setting

Nursing is a profession regulated by the legislative bodies of each state or jurisdiction within the United States to safeguard the health, safety, and welfare of the public. These laws are intended to prevent unqualified individuals from practicing by establishing minimum standards for licensure.

As part of their educational preparation, student nurses are entrusted with providing specific types of nursing care to clients and patients. According to multiple court rulings, individuals who perform duties customarily carried out by professional nurses are held to the same standards as licensed professionals. Therefore, student nurses are held to the standard of a professional nurse and may be held personally liable for negligence should an injury occur.

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.

If, at any time, the clinical instructor determines that a student's behavior or health status suggests an inability to provide safe nursing care, the instructor has the legal and ethical obligation to deny the student access to the clinical learning environment.

Clinical Rotations and Preceptorship

ADN students are required to complete clinical hours in a healthcare facility and simulation center, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies.

If at any time a clinical agency declines or revokes a student's placement, the student will receive a grade that reflects the clinical circumstances leading to that decision.

Students are not permitted to work concurrently while completing preceptorship or clinical hours, nor may they receive compensation for participation in these experiences unless they are enrolled in a formal apprenticeship contract established between the College and an employer.

Students are not promised employment, nor should they expect a job offer, as a result of participating in clinical experiences at any healthcare facility.

Clinical and Preceptorship Hours

Students are expected to attend clinical for the duration of the scheduled clinical/preceptorship shift and are not permitted to leave the clinical site for meals.

Students are strongly discouraged from working during the 8 hours immediately prior to a scheduled clinical shift.

If at any time the clinical faculty feels or determines that a student is unable to successfully and safely participate in a scheduled clinical rotation, the student will be dismissed from the clinical site.

Student Dismissal

The clinical agency(ies) reserves the right to dismiss a student from clinical due to unprofessional or unethical behaviors.

Any time a student cannot meet the clinical requirements of the clinical agency the student will be dismissed from the WCC ADN Program and administratively withdrawn from all nursing courses at the time the event occurs.

Any nursing student who is dismissed by a clinical agency is not eligible for re-admission into the WCC ADN Program at any time.

Injury During Clinical

The nature of healthcare education is such that one may be exposed to potential health and/or safety hazards while participating in clinical rotations.

Wallace Community College, its employees, officials, agents, and representatives are not responsible for any injury, loss, damage, or death that may result or arise from student experiences in the clinical agency.

If a student is injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman's compensation benefits. If you are injured during clinical experiences (needle stick, back injury, etc.), you should:

1. Notify your clinical instructor or course faculty immediately.
2. Report to the nearest hospital's Emergency Department to be evaluated by a healthcare provider.
3. Complete an appropriate incident report/or variance report required by the agency.
4. Complete an incident report following the healthcare agencies policy.

A needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency to begin immediate treatment for HIV.

For the most effective results, treatment must be started within a few hours of exposure.

The cost for laboratory tests and medications (until test results are obtained) may be as high as $1000.00.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, and although not required, it is recommended that students have health, hospitalization, and accident insurance.

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.

Clinical Absences / Tardiness

All simulation and clinical experiences are considered clinical hours. It is expected that the student will assume responsibility for punctuality and regular clinical attendance.

Missed clinical time must be made up on the clinical day and at the location designated by the instructor. Failure to complete all hours of clinical may result in a grade of I (incomplete) for the course and failure to progress to the next nursing course until clinical time is made up.

Students must adhere to the approved dress code for clinical education, and on-campus educational activities including theory and laboratory settings. Students must maintain professional standards and personal appearance. Students are accountable for their professional appearance while representing Wallace Community College. In addition to the guidelines set forth by WCC ADN program, students must abide by any additional guidelines and/or standards mandated by policies of the local clinical facilities.

Good personal hygiene is mandatory. Unclean and/or unkempt appearance, unpleasant body or breath odors, any strong scents/smells are not acceptable, to include fragranced lotions, and even smoke odors.

Students will come to all classes in uniform. Specifics of classroom attire and requirements will be given by each instructor, as it pertains to the course.

CLINICAL AND SIMULATION LAB UNIFORM

Notes:

- *Some uniform lines may become discontinued or unavailable in certain sizes or styles, as determined by the manufacturer. Should this occur, the color match is important to maintain consistency. Please seek the guidance of the local uniform shops (who maintain our specs) or ask an instructor if the following become unavailable, or if you have special needs or concerns.*

- *[Scrubs 101 Uniform Boutique](#) and [Zoghby's Uniforms](#) (formerly Sandra Jean's) are local vendors who have our school's specifications. Scrubs can be purchased from any vendor; however, the required uniform patches and clinical i.d. badges must be purchased from one of these two vendors.*

Uniform:

Wine / Burgundy colored uniform scrub tops and bottoms (as similar to the color of the WCC logo). (Females are allowed to wear skirts that are knee length or longer).

The approved brands for scrubs are as follows:

[Brand - Cherokee Revolution](#)

- – Women's Cut Tops – Style # WW620 and WW610
- – Women's Cut Bottoms – Style # WW120 and WW110
- – Men's Cut Top – Style # WW690
- – Men's Cut Bottom – Style # WW140

[Brand – Healing Hands](#)

- – Women's Cut Top – Style # 2500
- – Women's Cut Bottoms – Style # 9560

[Brand – Healing Hands Purple Label](#) (smaller fits)

- – Women's Cut Tops – Style # 2245 and 2167 and 2320
- – Women's Cut Bottoms – Style # 9133 and 9095

- The uniform pants must not be tight. Pants must be hemmed and fall on top of shoes. Joggers or legging type pants are not allowed.
- The uniform top should be neat and clean. The uniform top should fall neatly at hips, not ride up in the front or back.
- The official WCC ADN Program patch must be sewn onto the **front upper right chest** of the uniform shirt. The patch must be in good repair and not faded.
- No visible cleavage or bellies.

Shoes and Hosiery:

- Solid closed-in heel and toe, in WHITE. Shoes must be impervious to fluids (no fabric or canvas) with same color shoelaces; The clinical shoes must be kept clean and free of stains throughout the program, to include the shoelaces. It will not be acceptable to wear sandals, flip flops, croc style shoes with holes, etc.
- WHITE hose or tights must be worn with a skirt, best to coordinate with choice of shoes.
- WHITE socks (no low-cut ankle socks) must be worn with pants. (no stripes or patterns)

White Lab Coat:

A professional white lab coat may be worn over uniform to and from clinical. The lab coat must be a professional lab coat with a collar, long sleeves and hip length.

- The official WCC ADN Program patch will be sewn onto the **top left sleeve**. The patch must be in good repair and not faded.
- The student can wear the lab coat during clinical if they choose.
- The student cannot wear the lab coat when working in an employee role at his/her work place.
- Scrub jackets with knit cuff sleeves are not acceptable to wear to, from, or during clinicals or Simulation Lab.

Jewelry:

Students must/may wear:

- A wedding band, without stone(s).
- A non-digital watch, with a second hand.
- Religious medals if the chain is long enough that it can be tucked into the uniform.

Students may not wear:

- Any other jewelry, for example: visible body piercing, bracelets - wrist or ankle, and earrings.

Fingernails:

- Must be kept clean, well-manicured and not longer than ¼ inch past the finger tip.
- May ONLY have Clear polish with no signs of chipping, peeling, or flaking. No gel polish.
- Cannot have ARTIFICIAL NAILS of any style to include but not limited to: acrylic/gel nails or overlays, wraps, tips, shellac polish/bonding and extensions.

Additional Uniform and Professional Appearance Policies, while in uniform:

False Eyelashes:

- False eyelashes and lash extensions of any kind cannot be worn.

Tattoos:

- Large tattoos must be covered with a white shirt under the uniform top. Small tattoos in hard to cover areas can remain uncovered if not offensive in nature. For example, a tattoo around the finger like a ring, or a small tattoo on the neck are acceptable not to cover, if they are not offensive to others. If there are questions, students should arrange to meet with an instructor on an individual basis to determine individual course of action.

Perfume:

- Perfume, cologne, fragranced soap, lotion, hairspray or body spray may not be worn.

Hair:

- To ensure a safe and professional environment, all students with long hair are required to pull their hair back securely. Hair must be kept away from the face and eyes at all times and should not fall forward when leaning over or performing tasks. This practice helps maintain hygiene, safety, and focus while performing tasks.
- Must be clean, and neat, with no extreme styles or hair color. For example, shaved with designs or symbols, shaved on one or both sides leaving a "mohawk" style, high bun, twists or oversized styles. Color must be a natural color with no extreme color such as bright red, pink, blue, silver, etc.
- Must only have plain neutral barrettes or rubber bands.
- May not wear scarves, headbands, hats, caps of any kind except for religious head coverings or headbands specific to an N95 mask, if required to wear one.
- Beards must be neat and clean, no more than 1" from the face. (refer to N95 fit testing for guidelines). If there are questions, students should arrange to meet with an instructor on an individual basis to determine individual course of action.

COMMUNITY UNIFORM POLICY

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:

- Selected outside clinical experiences as directed by course instructors.

- 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:

- A WANS polo shirt.
    - The polo shirt must be in good repair and not faded.
    - No visible cleavage, bellies, or low backs allowed.

- Khaki colored tailored trousers, Docker's style (male or female) or knee length skirt (female only). No jeans styles, no cargo pants, no sweatpants, no joggers or capri pants, no decorations or appliqués on pants.

- Closed-in, low-heeled shoes in white, khaki, brown, or black, or plain single colored athletic style shoes, wearing socks to coordinate with shoes. (no low cut/ankle socks)

- Lab coat, jewelry, hair, etc. will be enforced in accordance with clinical uniform guidelines.

CLASSROOM AND SKILLS LAB UNIFORM GUIDELINES:

- Will follow the clinical uniform policy for the uniforms, except for:
    - Fragrance will follow the clinical uniform guidelines.
    - Coordinating scrub-style jackets can be worn in class, and if it does not interfere in lab activities.
    - no sweatshirts or hoodies; scrub top must be visible.
    - Lab coat may be worn.
    - Shoes must be closed in at heel and toes, no sandals, flip flops, crocs, or clogs.

- Hair, fingernails, and eyelashes will follow the clinical uniform guidelines when in the skills lab and simulation lab.

- Jewelry can be worn except for jewelry that interferes with class and lab activities, i.e. no extremely large earrings, necklaces or bracelets; smart watches can be worn for class, but may not be worn during exams or skills lab where second hand is necessary.

- Wallace Wednesday: A WCC or WCC nursing t-shirt or sweatshirt may be worn with uniform scrub pants. No other type of t-shirt/sweatshirt is allowed.

CURRICULUM TRACKS

Traditional – students new to nursing who are not LPNs.
- Full-time Track
- Part-time Track

LPN-to-RN Career Mobility – students who have an LPN license.

Evening / Weekends – *only offered for entry in certain semesters*.
- Fall 2025 - Traditional / Fall 2026 - LPN-to-RN Mobility

For all curriculum tracks:

- Semester progression requires that nursing (NUR) courses be taken in sequence.

- Nursing courses cannot be combined as to shorten the overall length of the program.

- All courses listed within a semester must be completed with a "C" or higher before progressing to the next semester.

- General education (non-nursing) courses may be completed at any time prior to the semester listed. **If not completed prior to the semester listed, courses must be completed within that semester to move on to the next semester.**

- Students must receive a grade of "C" or higher on all courses within the ADN curriculum. This includes general education courses.

PLEASE NOTE:

Per College curriculum requirements, the following courses will be required to complete your AAS for Nursing and can be taken at any time prior to graduating:

ORI 101:   Orientation to College   *1 credit hour*

CIS 146:   Microcomputer Applications **(CLEP is available)** *3 credit hours*

PATHWAYS
Your Guide to Completion

This Guided Pathway contains all coursework required for degree completion. General academic (non-NUR prefix) courses may be taken prior to application for entry into the Associate Degree Nursing program.

Upon application and admission into the Associate Degree Nursing program, any general academic coursework that has not been completed prior to the semester listed, must be successfully completed within that semester before progressing to the next semester of the curriculum track. *(See NUR course pre-requisites in College Catalog.)*

All courses required for an Associate Degree Nursing, AAS, must be completed with a grade of "C" or higher.

Semester	Course Prefix	Course Description	Credit Hours
ASSOCIATE DEGREE NURSING Traditional Curriculum Full-Time			
Semester 1	MTH 100	Intermediate College Algebra (or higher level math)	3
	BIO 201	Human Anatomy and Physiology I	4
	NUR 102	Fundamentals of Nursing	6
	NUR 103	Health Assessment	1
	NUR 104	Introduction to Pharmacology	1
		Semester Total	**15**
Semester 2	ENG 101	English Composition I	3
	BIO 202	Human Anatomy and Physiology II	4
	NUR 105	Adult Nursing	8
	NUR 106	Maternal and Child Nursing	5
		Semester Total	**20**
Semester 3	PSY 200	General Psychology	3
	BIO 220	General Microbiology	4
	NUR 201	Nursing Through the Lifespan I	5
		Semester Total	**12**
Semester 4	SPH 106 or SPH 107	Speech	3
	PSY 210	Human Growth and Development	3
	NUR 202	Nursing Through the Lifespan II	6
		Semester Total	**12**
Semester 5	Humanities Elective	(see College Catalog for options)	3
	NUR 203	Nursing Through the Lifespan III	6
	NUR 204	Transition into Nursing Practice	4
		Semester Total	**13**
Total Credit Hours: 72			

Per College curriculum requirements, the following will be required to complete your AAS in Nursing and may be completed at any time prior to graduation.

- **ORI 101 Orientation to College or ORI 105 Orientation and Student Success –** 1 credit hour / 3 credit hours

- **CIS 146 Microcomputer Applications** – 3 credit hours
  Students must demonstrate adequate computer science competency by completing CIS 146 with a minimum grade of "C" or by passing a computer competency exam.

This Guided Pathway contains all coursework required for degree completion. General academic (non-NUR prefix) courses may be taken prior to application for entry into the Associate Degree Nursing program.

Upon application and admission into the Associate Degree Nursing program, any general academic coursework that has not been completed prior to the semester listed, must be successfully completed within that semester before progressing to the next semester of the curriculum track. *(See NUR course pre-requisites in College Catalog.)*

All courses required for an Associate Degree Nursing, AAS, must be completed with a grade of "C" or higher.

		ASSOCIATE DEGREE NURSING	
		Traditional Curriculum	
		Evening/Weekend* or Part-time Track**	
Semester	**Course Prefix**	**Course Description**	**Credit Hours**
Semester 1	MTH 100	Intermediate College Algebra (or higher level math)	3
	BIO 201	Human Anatomy and Physiology I	4
	NUR 103	Health Assessment	1
	NUR 104	Introduction to Pharmacology	1
		Semester Total	9
Semester 2	NUR 102	Fundamentals of Nursing	6
		Semester Total	6
Semester 3	BIO 202	Human Anatomy and Physiology II	4
	NUR 105	Adult Nursing	8
		Semester Total	12
Semester 4	ENG 101	English Composition I	3
	BIO 220	General Microbiology	4
	NUR 106	Maternal and Child Nursing	5
		Semester Total	12
Semester 5	PSY 200	General Psychology	3
	NUR 201	Nursing Through the Lifespan I	5
		Semester Total	8
Semester 6	SPH 106 or SPH 107	Speech	3
	PSY 210	Human Growth and Development	3
	NUR 202	Nursing Through the Lifespan II	6
		Semester Total	12
Semester 7	Humanities Elective	(see College Catalog for options)	3
	NUR 203	Nursing Through the Lifespan III	6
	NUR 204	Transition into Nursing Practice	4
		Semester Total	13
		Total Credit Hours: 72	

Per College curriculum requirements, the following will be required to complete your AAS in Nursing and may be completed at any time prior to graduation.

- **ORI 101 Orientation to College or ORI 105 Orientation and Student Success –** 1 credit hour / 3 credit hours

- **CIS 146 Microcomputer Applications** – 3 credit hours
  Students must demonstrate adequate computer science competency by completing CIS 146 with a minimum grade of "C" or by passing a computer competency exam.

This Guided Pathway contains all coursework required for degree completion and is for students who have obtained a certificate in practical nursing, along with an Alabama or multi-state LPN license. General academic (non-NUR prefix) courses may be taken prior to application for entry into the Associate Degree Nursing program.

Upon application and admission into the Associate Degree Nursing program, LPN-to-RN Mobility, any general academic coursework that has not been completed prior to the semester listed, must be successfully completed within that semester before progressing to the next semester of the curriculum track. *(See NUR course pre-requisites in College Catalog.)*

All courses required for an Associate Degree Nursing, AAS, must be completed with a grade of "C" or higher.

ASSOCIATE DEGREE NURSING
LPN-to-RN Mobility Curriculum
Day or Evening/Weekend Track*

Semester	Course Prefix	Course Description	Credit Hours
Pre-requisite Courses	MTH 100	Intermediate College Algebra (or higher level math)	3
	BIO 201	Human Anatomy and Physiology I	4
	BIO 202**	Human Anatomy and Physiology II	4
	ENG 101	English Composition I	3
		Credit Hours	**14**
Semester 1	PSY 200	General Psychology	3
	BIO 220	General Microbiology	4
	NUR 199	LPN to RN Mobility	10
		Semester Total	**17**
Semester 2	PSY 210	Human Growth and Development	3
	SPH 106 or SPH 107	Speech	3
	NUR202	Nursing Through the Lifespan II	6
		Semester Total	**12**
Semester 3	Humanities Elective	(see College Catalog for options)	3
	NUR 203	Nursing Through the Lifespan III	6
	NUR 204	Transition into Nursing Practice	4
		Semester Total	**13**
Total Credit Hours: 72 *			

Per College curriculum requirements, the following will be required to complete your AAS in Nursing and may be completed at any time prior to graduation.

- **ORI 101 Orientation to College or ORI 105 Orientation and Student Success –** 1 credit hour / 3 credit hours

- **CIS 146 Microcomputer Applications** – 3 credit hours
  Students must demonstrate adequate computer science competency by completing CIS 146 with a minimum grade of "C" or by passing a computer competency exam.

* Students graduating from the LPN-to-RN Mobility program receive non-traditional credit for 16 hours of NUR courses, equivalent to the first two semesters of the traditional track for Associate Degree Nursing (NUR102, NUR103, NUR104, NUR105, and NUR106).