

Excellence in healthcare education.

ASSOCIATE DEGREE NURSING



STUDENT HANDBOOK

2026-2027



WALLACE
COMMUNITY
COLLEGE

Associate Degree Nursing Student Handbook 2026-2027

TABLE OF CONTENTS

Letter of Welcome from Associate Degree Nursing Faculty	1
Program Information	2
Approval and Accreditation.....	2
Institutional Compliance	2
Notification of Changes	2
Mission and Philosophy.....	3
WCC Nursing Mission Statement.....	3
Nursing Philosophy.....	3
Competencies.....	3
Conceptual Framework.....	4
Expected Nursing Program Outcomes.....	4
Level Objectives	5
Curriculum, Fees, and Pathway Guides.....	6
Curriculum Tracks General Information.....	6
Curriculum Guidelines.....	6
WCC Requirements for Degree Completion.....	7
Curriculum Related Fees	7
Curriculum Pathway Traditional Track Full-time	8
Curriculum Pathway Traditional Track Evening/Weekend or Part-time.....	9
Curriculum Pathway LPN-to-RN Mobility Track.....	10
Communication	11
Contact Information	11
Instructor Meetings.....	12
Professional Boundaries.....	12
Student Email.....	12
Communication Channels Chain of Command	12
Student Support, Accessibility, and Non-Discrimination	13
Academic Resources.....	13
Health Sciences Resource Center (HSRC)	13
Library / Learning Resource Center (LRC).....	13
Writing Center.....	13
Math Lab.....	13

Technology Support	14
Advising and Counseling	14
Human Rights & Non-Discrimination	14
Sexual Misconduct	15
Disability Support Services	16
Pregnancy Accommodations	16
Campus Safety	17
Emergencies Campus Police.....	17
WCC Alert	17
Student ID Policy.....	17
Application for Nursing Licensure.....	18
Participation in Program of Learning	19
Evaluations	19
Responsibility of Teaching and Learning	19
Honesty and Plagiarism	20
Cell Phones	21
Electronic Device Use During Instruction	21
Classroom Interaction	21
Classroom Attendance Policy	22
Course Syllabi	22
Course Learning Management System (Canvas).....	22
WCC Health Program Policies	23
Auditing for Health Science Classes	23
Background Screening Policy	23
Essential Functions for ACCS Nursing Programs	26
Health and Clinical Records Policy	29
Health Record and Clinical Compliance Requirements	29
Important Information for Health and Clinical Records	31
Continuing Health Status	32
Professional Liability Insurance.....	32
Personal Health Insurance.....	32
Health Sciences Simulation Center Regulations	33
Substance Abuse Control Policy	35
Policies of the ADN Program	37
Discipline Policy.....	37
Social Media Policy for ADN Students	38
Drug Calculation Exam	40
Grading System.....	41

Grade Calculations	41
Progression and Non-progression Policy	42
Progression and Non-Progression Policy	42
Progression Policy.....	42
Repeating Nursing Courses.....	42
Readmission After Dismissal	43
Break in Enrollment	43
ADN Transfer to LPN Program at WCC.....	43
Transfer Policy (between ACCS institutions)	44
Transient Student Policy (between ACCS institutions).....	44
Progression Policy Appeal Process	45
Clinical-Related Information and Policies	46
Clinical Evaluation	46
Cardiopulmonary Resuscitation (CPR)	46
Confidential Information	46
Student Nurse Apprentice Program	46
WCC ADN Near Misses / Errors Policy	47
WCC ADN Simulation / Lab / Clinical Expectations and Responsibilities	48
Legal Responsibilities in Clinical Setting.....	48
Clinical Rotations and Preceptorship	49
Clinical and Preceptorship Hours.....	49
Student Dismissal.....	49
Injury During Clinical.....	50
Clinical Absences / Tardiness.....	50
Uniform and Professional Appearance Policies	51
Clinical and Simulation Lab Uniform	51
Uniform.....	51
Shoes and Hosiery	52
White Lab Coat.....	52
Classroom and Skills Lab Uniform Guidelines	52
Community Uniform Policy.....	53
Professional Appearance Policies While in Uniform.....	54

• WELCOME FROM THE ADN FACULTY

Dear Future Nurse,

Welcome to the Associate Degree Nursing (ADN) Program at Wallace Community College. We are pleased that you have chosen our program to pursue your nursing education and begin your journey into a meaningful and rewarding profession. The ADN program has a strong reputation for preparing nurses who are knowledgeable, compassionate, and practice-ready. Our graduates are recognized for their clinical competence, professionalism, and commitment to providing safe, patient-centered care. Through a combination of classroom instruction, hands-on skills training, simulation, and real-world clinical experiences, we strive to prepare you to meet the demands of today's healthcare environment and to succeed on licensure and beyond.

We are committed to your success. Nursing school is both challenging and rewarding, and you will not be alone in this journey. Our faculty are experienced, supportive, and dedicated to helping you achieve your goals. We encourage you to build strong connections with your instructors, ask questions, seek guidance, and take advantage of the resources available to you. In addition, your peers will become an important part of your support system—collaborate, encourage one another, and grow together as future nurses.

This handbook has been developed to provide you with easy access to important college and nursing program policies, procedures, and expectations. It is an essential resource designed to help you navigate the program successfully. We encourage you to review it carefully and refer to it often throughout your time in the ADN program.

We are excited to have you as part of our program and look forward to supporting you as you work toward your goals. Best wishes for a successful and rewarding educational experience.

Sincerely,

ADN Faculty

• PROGRAM INFORMATION

APPROVAL & ACCREDITATION

The Associate Degree Nursing program is approved by the Alabama Board of Nursing (ABN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Mailing addresses, telephone numbers and web addresses for the ABN and the ACEN are:

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

**Accreditation Commission for
Education in Nursing, Inc.**
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone (404) 975-5000 | Fax (404) 975-5020
Website www.acenursing.org

INSTITUTIONAL COMPLIANCE

The Associate Degree Nursing Student Handbook supports the policies outlined in the [WCC College Catalog and Student Handbook](#), which contains the broader policies and procedures of the College.

The ADN Student Handbook includes policies and information specific to the nursing program and is intended to be used in conjunction with the WCC College Catalog and Student Handbook. Students enrolled in the ADN Program are expected to be familiar with and adhere to the policies, procedures, and requirements outlined in both publications.

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 ADN Program Student Handbook is updated annually to ensure the accuracy and relevance of its content and is available on the Wallace Community College website. Revisions to ADN Program policies may occur at any time during the academic year. Any changes will be communicated through one or more of the channels listed above.

Students are required to review the most current version of the handbook upon entering the program and annually thereafter.

MISSION & 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 are committed to providing full and equitable access to educational opportunities that promote student success and address the needs of our community.

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

The NLN competencies for nursing are central to the conceptual framework. These competencies define the knowledge, skills, and attitudes that graduate nurses are expected to possess in order to continuously improve the quality and safety of the healthcare systems in which they practice.

- **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 program's philosophy, provides the foundation for the organization and structure of the nursing curriculum. This framework serves as a guide for instruction and supports the achievement of student learning outcomes.

The framework consists of key concepts that reflect the qualities of a successful graduate nurse. The NLN competencies were selected because they clearly define the expectations of the Associate Degree Nurse and support the goal of preparing graduates to deliver holistic care in an ever-changing healthcare environment. Each competency integrates knowledge, skills, and attitudes, providing a foundation for consistent performance expectations across both 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 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.

CURRICULUM, FEES, & PATHWAY GUIDES

Curriculum Tracks | General Information

Traditional Track

- Students new to nursing who are not certified LPNs.
- Full-time (5 semesters) and part-time (7 semesters) options are available.
- Daytime option is available every entry start date unless otherwise noted.

LPN-to-RN Career Mobility Track

- Students who have an Alabama or Multi-state LPN license and wish to advance to RN.
- Daytime option is available every entry start date unless otherwise noted.

Evening / Weekend Track

- For both Traditional and LPN-to-RN Career Mobility.
- For Traditional, this is a part-time track (7 semesters).
- For LPN-to-RN Mobility students, this track is the same number of semesters as daytime.
- Start dates are offered at designated times and only students accepted to start this track are permitted to register for evening/weekend nursing courses.
- Classes and clinicals are primarily in the evening, with clinical experiences scheduled during the week and/or on weekends.

Curriculum Guidelines

The Associate of Applied Science (AAS) in Nursing consists of both general education and career-specific nursing courses. Students entering the nursing program bring a variety of educational backgrounds and experiences. The following guidelines outline curriculum requirements for progression through the ADN Program and completion of graduation requirements.

- Nursing (NUR) courses must be taken in sequence.
- Nursing courses from different semesters may not be combined to shorten the overall length of the program.
- All courses listed within a semester must be successfully completed with a grade of “C” or higher before progressing to the next semester.
- General education (non-nursing) courses may be completed at any time prior to the semester in which they are listed. **If not completed beforehand, they must be completed during that semester with a grade of “C” or higher in order to progress to the next semester.**
- A grade of “C” or higher is required in all courses within the ADN curriculum, including general education courses.
- Transfer students should verify course equivalencies in *Degree Works* through MyWCC Experience student portal to confirm that all transferred coursework meets WCC ADN curriculum requirements.
- BIO103 with a grade of “C” or higher, or successful placement on the ACCS Biology Placement Exam, is required prior to enrollment in BIO202. Students transferring BIO201 credit without BIO202 must still meet this prerequisite requirement.
- MTH100 (Intermediate College Algebra) or a higher-level math course is required for degree completion. Acceptable higher-level math courses include MTH112, MTH113, MTH115, MTH125, MTH126, MTH227, MTH237, MTH238, and MTH265. Transfer students with questions regarding course equivalency should meet with an academic advisor prior to registering in the first semester of nursing courses in the traditional track.

WCC Requirements for Degree Completion

Per College degree requirements, the following courses are required for completion of the AAS in Nursing and may be taken at any time prior to graduation:

- **ORI 101** | Orientation to College (1 credit hour)
- **CIS 146** | Microcomputer Applications (3 credit hours) - CLEP is also available for CIS146

Curriculum Related Fees

In addition to standard tuition and fees at WCC, students in the nursing program incur additional costs related to clinical requirements and testing.

Students enrolled in NUR courses will have the following obligations applied at the time of registration:

- **Malpractice Liability Insurance Fee**
 - Charged each semester a student is enrolled in an NUR course with a clinical or practicum component.
- **Drug Screening Fee**
 - Charged the first semester a student enters the nursing program.
 - Charged every Fall semester for annual drug screening.
 - Charged any semester following a break in enrollment from NUR courses.

Students enrolled in designated nursing courses are required to pay a **Comprehensive Assessment Fee** as part of course registration requirements. The applicable fee amount and associated courses will be provided to students during new-student orientation and will be included in the schedule of fees at the time of registration.

Students are responsible for adding the required Comprehensive Assessment Fee to their registration for each applicable course. All fees must be paid by the published tuition payment deadline. Failure to add and pay the required Comprehensive Assessment Fee by the deadline may result in an administrative withdrawal and will count as a non-progression attempt in the program.

- **Comprehensive Assessment and Testing Fee**
 - Students in the nursing program are required to complete standardized assessments and will be charged for access to these resources.
 - A detailed fee schedule will be provided upon acceptance to the nursing program and reviewed during new student orientation.

The fees listed above are subject to change. Additional fees may be added as needed, and students will be notified of any changes in a timely manner.



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 admission into the Associate Degree Nursing program, any required general academic coursework not completed prior to the semester in which it appears in the curriculum plan must be successfully completed during that semester in order for the student to progress to the next semester of the curriculum track. Academic course placement and prerequisite requirements are outlined in the [WCC Catalog and course descriptions](#).

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

ASSOCIATE DEGREE NURSING Traditional Curriculum Track Full-Time			
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 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 courses are required for completion of the AAS in Nursing and may be taken at any time prior to graduation:

- **ORI 101** | Orientation to College (1 credit hour)
- **CIS 146** | Microcomputer Applications (3 credit hours) - CLEP is also available for CIS146



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 admission into the Associate Degree Nursing program, any required general academic coursework not completed prior to the semester in which it appears in the curriculum plan must be successfully completed during that semester in order for the student to progress to the next semester of the curriculum track. Academic course placement and prerequisite requirements are outlined in the [WCC Catalog and course descriptions](#).

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

ASSOCIATE DEGREE NURSING Traditional Curriculum Track 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		
Semester 3	BIO 202	Human Anatomy and Physiology II	4
	NUR 105	Adult Nursing	8
	Semester Total		
Semester 4	ENG 101	English Composition I	3
	BIO 220	General Microbiology	4
	NUR 106	Maternal and Child Nursing	5
	Semester Total		
Semester 5	PSY 200	General Psychology	3
	NUR 201	Nursing Through the Lifespan I	5
	Semester Total		
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		
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		
Total Credit Hours: 72			

Per College curriculum requirements, the following courses are required for completion of the AAS in Nursing and may be taken at any time prior to graduation:

- **ORI 101** | Orientation to College (1 credit hour)
- **CIS 146** | Microcomputer Applications (3 credit hours) - CLEP is also available for CIS146



PATHWAYS

Your Guide to Completion



This Guided Pathway contains all coursework required for degree completion of the Associate Degree Nursing (ADN) program 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 and admission into the LPN-to-RN Mobility program.

Upon application and admission into the Associate Degree Nursing program, LPN-to-RN Mobility, any required general academic coursework not completed prior to the semester in which it appears in the curriculum plan must be successfully completed during that semester in order for the student to progress to the next semester of the curriculum track. Academic course placement and prerequisite requirements are outlined in the [WCC Catalog and course descriptions](#).

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 Track 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 courses are required for completion of the AAS in Nursing and may be taken at any time prior to graduation:

- **ORI 101** | Orientation to College (1 credit hour)
- **CIS 146** | Microcomputer Applications (3 credit hours) - CLEP is also available for CIS146

* 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).

• COMMUNICATION

WCC Dothan Campus

- Switchboard (334) 983-3521
- Campus Police (334) 798-1381

FACULTY & STAFF CONTACT INFORMATION

Administrative Staff

DuBose, Dr. Wendy – Dean, Health Sciences	ext. 2298	wdubose@wallace.edu
Daniels, Dr. Rayanne – Division Director, ADN	ext. 2604	rdaniels@wallace.edu
Blackmon, Ms. Michelle – Secretary, ADN	ext. 2262	mblackmon@wallace.edu
Clenney, Ms. Karen – Simulation Center Coordinator	ext. 2365	kclenney@wallace.edu
Craig, Ms. Laricia – Retention Lab Coordinator	ext. 2504	lcraig@wallace.edu

Instructional Staff

Aliabadi, Ms. Leighann - Instructor	ext. 6803	laliabadi@wallace.edu
Elmore, Ms. Amy – Clinical / Lab Instructor		
Fuller, Ms. Charlotte - Instructor	ext. 2293	cfuller@wallace.edu
Glass, Mr. Tracy - Instructor	ext. 2518	tglass@wallace.edu
Godwin, Dr. Jennifer - Instructor	ext. 2605	jgodwin@wallace.edu
Gorman, Dr. Catherine – Instructor	ext. 2582	cgorman@wallace.edu
Hardwick, Dr. Kirsti - Instructor	ext. 2431	khardwick@wallace.edu
Justice, Dr. Kathryn - Instructor	ext. 2431	kjustice@wallace.edu
Laye, Dr. Madison - Instructor	ext. 2506	mlaye@wallace.edu
Lindsay, Dr. Lora – Instructor	ext. 2269	llindsay@wallace.edu
McIntosh, Ms. Emily – Instructor	ext. 2441	emcintosh@wallace.edu
Money, Dr. Nic - Instructor	ext. 2606	nmoney@wallace.edu
Neal, Dr. Beth - Instructor	ext. 2622	bneal@wallace.edu
Owens, Dr. Anna - Instructor	ext. 2551	aowens@wallace.edu
Paul, Dr. Brandi - Instructor	ext. 2591	bpaul@wallace.edu
Radney, Dr. Monica - Instructor	ext. 2584	mradney@wallace.edu
Ritter, Ms. Desiray - Instructor	ext. 2410	dritter@wallace.edu
Sawyer, Dr. Jennifer - Instructor	ext. 2550	jsawyer@wallace.edu
Silavent, Ms. Darla - Instructor	ext. 2207	dsilavent@wallace.edu
Trawick, Dr. Melissa - Instructor	ext. 2258	mtrawick@wallace.edu
Whitlow, Dr. Joy - Instructor	ext. 2488	jwhitlow@wallace.edu
Wray, Mr. Dallas – Clinical / Lab Instructor	ext. 2492	dwrap@wallace.edu
Wynn, Ms. Janice - Instructor	ext. 2384	jwynn@wallace.edu

INSTRUCTOR MEETINGS

Students may meet with instructors during designated office or remediation hours, which are posted in the course and on the Learning Support 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.

COMMUNICATION CHANNELS | CHAIN OF COMMAND

In the event of a concern during the semester, students are expected to follow the established chain of command to promote timely and effective resolution. Concerns should be addressed at the most direct level whenever possible before proceeding to the next level.

Concerns involving other students:

- 1) Attempt to resolve the issue directly with the student(s) involved, when possible.
- 2) If an agreement cannot be reached and the issue remains unresolved, consult the course instructor.
- 3) If no resolution is achieved, schedule an appointment with the ADN Program Director.
- 4) If further resolution is needed, schedule an appointment with the Dean of Health Sciences.

Concerns involving instructors:

- 1) Attempt to resolve the issue directly with the instructor(s) involved.
- 2) If an agreement cannot be reached and the issue remains unresolved, schedule an appointment with the ADN Program Director.
- 3) If further resolution is needed, schedule an appointment with the Dean of Health Sciences.

Students are expected 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.

• STUDENT SUPPORT, ACCESSIBILITY, & NON-DISCRIMINATION

The ADN Program at WCC is committed to the success and well-being of every student. A variety of resources are available to support students throughout their academic journey. Full details for all available resources are published on the [WCC website](#) and in the [WCC College Catalog](#) and [Student Handbook](#).

ACADEMIC RESOURCES

Academic resources are available to support students in the ADN program. Contact information and hours of operation can be found on the College website. Students who need assistance but are unsure where to find it are encouraged to reach out to an instructor or member of the support staff for guidance.

Health Sciences Resource Center (HSRC)

The HSRC, located on the 3rd floor of the Heersink Family Health Science Building, provides support services and learning resources for students enrolled in allied health and nursing programs at WCC. Resources available through the HSRC include computers, study spaces, skills practice areas, and technology support.

ADN students also have access to additional resources through the HSRC on Canvas. Through this platform, students can find information about hours of operation, student printing, available services, technology assistance, and other helpful resources. Tutorials, videos, and supplemental materials for specific nursing courses are also available.

Students who need one-on-one assistance can find information on scheduling appointments through **ADN Learning Support** on Canvas via the HSRC.

Library / Learning Resource Center (LRC)

The WCC Library/Learning Resource Center (LRC) provides a variety of resources to support student coursework. Print and electronic books, periodicals, virtual resources, and databases are available to all students. Computers, printers, and copiers are also available for student use.

Writing Center

The WCC Writing Center offers students free assistance with all writing assignments. Students can make an appointment or walk in during published hours.

Math Lab

The Math Lab offers students free tutoring for students who need help with math. Tutoring sessions are by appointment only and are available in person and virtually.

TECHNOLOGY SUPPORT

The WCC Information Technology Services (ITS) department is available to assist students with computer and technology-related issues. Students may call (334) 556-2464 for assistance or submit a request through the Helpdesk Ticket system on the College website.

Additional resources, including answers to common technology questions, information on student technology checkout, and instructions for accessing the ACCS Virtual Desktop, are also available on the College website.

ADVISING & COUNSELING

Advising

Academic advising at WCC is available to ADN students through the Advising Center and is designed to support student success and help students make the most of their college experience while planning their educational pathway. Advisors are available to assist with both short and long-term academic planning, course selection within programs of study, scheduling, academic concerns, and general questions.

Students can schedule an appointment to meet with an advisor in person, virtually, or by phone through the College website. Walk-ins are also welcome.

Counseling

WCC staff, through the Advising Center, are available to support students' mental health and well-being by providing referral resources for personal counseling and crisis services. Students in need of counseling are referred to local, licensed agencies equipped to meet their needs. A listing of emergency crisis lines available 24/7 can be found on the College website.

WCC also partners with **UWill Teletherapy** to provide free, immediate support for students experiencing a mental health crisis. Detailed information about this service, along with emergency crisis resources, is available on the College website and throughout campus.

HUMAN RIGHTS & NON-DISCRIMINATION

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

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex. Sexual harassment is a form of discrimination that is illegal under *Title VII of the Civil Rights Act of 1964*, as amended for employees and under *Title IX of the Education Amendments of 1972*, as amended, for students. Each campus of Wallace Community College has trained Compliance Coordinators.

For questions or complaints regarding other civil rights and Title IX, students should contact:

Other Civil Rights and Title IX Coordinator:

- Ms. Shaletha Barnes-Blackmon | Phone (334) 556-2414 or Email sblackmon@wallace.edu

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disabilities.

Section 504 Compliance Coordinator:

- Dr. Ryan Spry | Phone (334) 556-2587 or Email rspry@wallace.edu

SEXUAL MISCONDUCT

Wallace Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the College and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities.

Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the WCC Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking.

The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted.

To support and assist students, the College provides a range of resources that include a trained counselor.

Sexual Harassment and Discrimination Compliance Officers:

- Dr. Ryan Spry | Phone (334) 556-2587 or Email rspry@wallace.edu
- Ms. Shaletha Barnes-Blackmon | Phone (334) 556-2414 or Email titleix@wallace.edu
- Ms. Keyashia Sheppard | Phone (334) 556-2557 or Email titleix@wallace.edu

DISABILITY SUPPORT SERVICES

The Americans with Disabilities Act of 1990 (ADA) provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Wallace Community College endeavors to provide reasonable accommodations to qualified students with disabilities.

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. ADN students are encouraged to request accommodations as early as possible.

Helpful information, to include the WCC Disability and Accessibility Handbook, is available through [Disability Support Services](#) on the College website.

Americans with Disabilities Act Compliance Coordinators:

- Wallace Campus | Dr. Ryan Spry, Director, Student and Campus Services
Phone: (334) 556-2587 or Email: rspry@wallace.edu
- Sparks Campus | Ms. Terri Ricks, Coordinator, Student Services
Phone: (334) 556-4270 or Email: tricks@wallace.edu

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.

• CAMPUS SAFETY

Campus safety is a shared responsibility and a foundational priority for all students, faculty, and staff at WCC. We are committed to fostering a secure learning environment that supports your academic success and personal well-being.

WCC safety policies, emergency protocols, resources, and additional information for campus safety and the [WCC Campus Police Department](#) can be found on the college website.

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**.

WCC ALERT

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

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; however, standard text messaging rates may apply.

In the event of emergency closure or delayed opening, all WCC-related activities will be suspended, including nursing classes, labs, and clinical experiences. Students are expected to follow the guidance provided in official communications.

STUDENT ID POLICY

The College requires **ALL** students to possess a photo student identification (ID) to aid in the security of the campus. Students attending courses that physically meet on campus **must** obtain a standard photo ID each academic year. Students are required to have their ID in their possession while on campus.

Students in the ADN program must obtain a physical ID card by the second week of class for attendance verification and will not be permitted to attend class without a valid WCC ID.

Student ID badges may be obtained in the libraries on the WCC Dothan and Sparks campuses.

• APPLICATION FOR NURSING LICENSURE

Graduates of the ADN program must apply for Registered Nurse (RN) licensure through the Alabama Board of Nursing and register to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Application for Alabama licensure is completed online through the [Alabama Board of Nursing](#) website. Students seeking licensure in Alabama should refer to the Board's website for current regulations and requirements regarding initial licensure.

Students planning to seek licensure outside of Alabama are responsible for obtaining application materials and licensure information directly from the board of nursing in their state of residence.

Graduates may apply for either single-state or multistate licensure, depending on eligibility requirements, and are responsible for reviewing all applicable regulations prior to submitting an application.

Eligibility to sit for the NCLEX-RN is determined by the Board of Nursing and may be denied based on responses to regulatory questions included in the application. Individuals with a history of arrest or criminal conviction may not be permitted to take the licensure examination. Final determination of eligibility is made after submission and review of the application for NCLEX licensure.

Successful completion of a criminal background check and admission to the nursing program does not guarantee eligibility to sit for the licensure examination.

• PARTICIPATION IN PROGRAM OF LEARNING

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.

RESPONSIBILITY OF TEACHING & 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. Students should approach their studies as a full-time commitment and recognize that academic success requires dedication, focus, and hard work.

HONESTY & 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**, 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 [WCC Student Handbook](#).

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 not allowed during direct patient care. Students may only use a cell phone in the clinical setting with explicit approval from clinical faculty and only when it directly supports patient care.

ELECTRONIC DEVICE USE DURING INSTRUCTION

Classroom

- Audio recording of lectures may be permitted solely for personal study purposes.
- Students are prohibited from 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 that serves as the student–faculty agreement for that course. Syllabi are available online through the Canvas learning platform. Each syllabus outlines the course objectives, requirements, grading and evaluation methods, and other expectations necessary for successful course completion. All course objectives must be met in order to successfully pass the course.

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.

• WCC HEALTH PROGRAM POLICIES

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

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 Dean of 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 vendor approved by the College.
 - 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

Essential Functions for ACCS Nursing Programs continued...

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

Essential Functions for ACCS Nursing Programs continued...

Upon admission to the ADN program, individuals who disclose a disability may request reasonable accommodations. Documentation of the disability may be required to assist in determining reasonable accommodations.

Wallace Community College will provide reasonable accommodations in accordance with applicable laws and regulations; however, the College is not required to substantially alter the nature or requirements of the program or provide accommodations that would create an undue burden on the institution. To be admitted and progress in the program, students must be able to perform all 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:

- **Dr. Ryan Spry**, Wallace Campus | Phone (334) 556-2587 or email rspry@wallace.edu
- **Ms. Terri Ricks**, Sparks Campus | Phone (334) 556-4270 or email tricks@wallace.edu

HEALTH & CLINICAL RECORDS POLICY

Validation and documentation of required health records must be received by the ADN Program Office for all students enrolled in the ADN program. Students who fail to submit required records by the announced deadline(s) will not be permitted to continue in the program.

NOTE: Any changes or updates to health requirements will be communicated as needed. Wallace Community College operates in conjunction with local clinical facilities, and all nursing students must comply with the requirements of those facilities in order to complete clinical nursing courses.

All students are required to complete a physical examination at the student's expense. The physical examination and health requirements are intended to protect the student by identifying any existing or potential health concerns that may be affected by the demands of the clinical component of the program.

Health professions are demanding both physically and psychologically, and students must demonstrate the ability to meet these demands. It is also essential that students do not place clients, agency personnel, or themselves at risk due to communicable disease or an inability to manage the physical or psychological responsibilities associated with client care.

Health Record & Clinical Compliance Requirements

The following health record and clinical compliance requirements apply to all students enrolled in Allied Health and Nursing programs at Wallace Community College.

- **Physical Examination**

A physical examination completed within the past year is required for all new students enrolled in Allied Health and Nursing programs at WCC. The examination must be signed by a licensed physician or nurse practitioner and documented on the program's standardized **Essential Functions / Physician's Statement Form** by the Alabama Community College System.

The standardized health examination form will be provided by the ADN Program. New students and any student returning to the ADN Program after an absence of one (1) year must submit a current **Essential Functions / Physician's Statement Form**.

- **Health Record Form**

Documentation of immunization and/or immunity status is required for students enrolled in Allied Health or nursing programs at WCC. The **Health Record Form** is a standardized form used to document these requirements and must be completed and signed by a licensed physician or nurse practitioner.

In addition to completion of the Health Record Form, students must submit medical record documentation to support each item listed. Students should note that, where indicated, only titers will be accepted as proof of immunity status; vaccination records will not be accepted as a substitute for titers.

- **Tetanus (Tdap) Vaccine**

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 administered within the past (10) years is also required. A booster update is required every ten (10) years thereafter.

- **TB Skin Test**

Documentation of a **two-step** TB Skin Test (Tuberculin Skin Test). This consists of an initial test followed by a second test administered 7-21 days later. The results cannot be more than three (3) 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 undergo TB skin testing due to a previously positive TB result or previous BCG vaccination must submit documentation verifying this status, along with documentation of a clear **chest x-ray**. In addition, completion of an annual *Tuberculosis Questionnaire* (provided by the WCC health program) will also be required.

Note: Students with a previous chest x-ray are not required to repeat the x-ray if they remain asymptomatic for TB. Documentation of the original chest x-ray, along with completion of the Tuberculosis Questionnaire, will be accepted.

- **MMRV Titers**

Titers for MMRV (Measles, Mumps, Rubella, and Varicella) are required.

If any titer results are negative, non-immune, or equivocal (undetermined), the student must complete the MMRV Waiver Form (provided by the WCC Health Program) and submit it along with the corresponding results. Students are advised to consult with a physician regarding appropriate precautions and recommended vaccination or booster protocols based on their individual medical history. No additional proof of vaccination is required by the ADN program.

Proof of vaccination will not be accepted in place of titer results.

- **Hepatitis B Titer**

A titer for Hepatitis B is required.

If the results are negative, non-immune, or equivocal (undetermined), the student must complete the Hepatitis B Waiver Form (Provided by the WCC Health Program) and submit it along with the corresponding results. Students are advised to consult with a physician regarding appropriate precautions and recommended vaccination or booster protocols based on their individual medical history. No additional proof of vaccination is required by the ADN Program.

Proof of vaccination will not be accepted in place of titer results.

- **Annual Flu Survey**

To comply with clinical agency requirements for data collection compliance, students will complete an annual *Flu Survey* (form provided by the WCC Health Program) and submit documentation of the current year's influenza vaccination, if received.

All students, regardless of vaccination status, are required to complete the survey.

- **Annual COVID-19 Survey**

To comply with clinical agency requirements for data collection compliance, students will complete an annual *COVID-19 Survey* (form provided by the WCC Health Program) and submit documentation of any previous COVID-19 vaccination or booster, if applicable. Additional vaccinations or boosters are not required for this survey.

All students, regardless of vaccination status, are required to complete the survey.

- **CPR Certification**

Documentation of current Basic Life Support (BLS) CPR is required. CPR certification must come from an American Heart Association or American Red Cross provider. Students are required to perform an in-person hands-on demonstration.

Online-only CPR certification will NOT be accepted.

Students who wish to obtain CPR certification at WCC may register for EMS100 in the first mini-term.

- **Clinical Site Training**

Clinical agencies utilized by the ADN program have specific policy and procedural awareness requirements that students must meet in order to participate in clinical experiences at their facilities. Required training will be assigned upon entry into the ADN program. Documentation verifying completion must be submitted by the established deadline and prior to participation in any clinical setting.

Important Information for Health & Clinical Records

1. It is the student's responsibility to ensure that all required health and clinical records are submitted on time and remain current.

Any student who fails to meet announced deadlines for each semester will be removed from class, lab, clinical, or other required learning activities and will not be permitted to return until all records are in full compliance.

Failure to meet established submission deadlines may result in a clinical grade of "0".

2. Updates to health records may be required while enrolled in the ADN program, including, but not limited to, TB skin tests, CPR certification, and Tdap immunization.

All required updates must be submitted by the announced deadline, usually within the first week of classes, and must remain valid for the entire semester.

For example, TB skin tests are required annually for all students. If the semester starts on January 10 and ends on May 5, and a student's TB skin test expires on March 3, the student must renew the test prior to the deadline at the beginning of the semester to ensure compliance for the duration of the semester.

3. Students must maintain personal copies of all health-related records.

Re-submission of records may be requested by ADN program personnel at any time. Copies of submitted documents will not be provided to students.

If a student requires a copy of any health-related record, they must obtain it directly from the original source (e.g., the healthcare provider or testing agency).

Continuing Health Status

Students enrolled in the Associate Degree Nursing (ADN) program are responsible for promptly notifying their nursing instructor(s) of any changes in health status that occur during progression through the program. Changes in health status may include, but are not limited to, pregnancy, surgical procedures, injuries, and any other condition that may affect the student's ability to safely participate in clinical or course-related activities.

In the event of a change in health status, students are required to submit a completed **Health Addendum Form** provided by the ADN program. This documentation must include medical clearance for full participation or a clear outline of any recommended restrictions or required accommodations.

The **Health Addendum form** is available in the [Student Resources for the Associate Degree Nursing Program](#) section of the College website and may also be obtained from an instructor or the ADN Program Office.

Nursing faculty reserve the right to restrict or deny student participation in any clinical or course-related activity if appropriate medical clearance or required documentation is not provided.

Professional Liability Insurance

Students in the ADN program are required to purchase professional liability insurance (malpractice insurance) through the College at the beginning of each semester in which they are enrolled in a nursing course that includes a clinical component. This fee is automatically assessed at the time of registration.

The blanket policy provides coverage limited to incidents occurring during required clinical experiences only and expires at the end of each semester.

Personal Health Insurance

WCC and the ADN Program do not provide health insurance coverage for students. Students in the ADN program are responsible for costs incurred as a result of any accident or injury occurring in clinical or campus settings.

Required testing and/or treatment following an exposure, injury or other incident may be mandated by the ADN program or the clinical agency. All associated expenses are the responsibility of the student.

Students are not entitled to any Worker's Compensation benefits through WCC or any affiliated clinical agency. Therefore, maintaining personal health insurance coverage is strongly recommended for all students enrolled in the ADN program.

HEALTH SCIENCES SIMULATION CENTER POLICY

The purpose of simulation-based learning is for students to develop skills, clinical judgment, and reasoning in the provision of care of real patients. Using patient simulators and simulation teaching techniques, instructors recreate realistic patient care scenarios to support student learning. The level of realism in each simulation may vary based on the specific learning objectives for the session. Students should recognize that the simulated environment and patient simulators have limitations and may not fully replicate real-life clinical situations.

During simulation activities, students are expected to assume the role of a practicing healthcare provider or any other assigned role and demonstrate professional behavior at all times. When differences exist between the simulated environment and actual clinical practice, students are expected to focus on the intended learning objectives of the session and respond accordingly within the context of the simulation experience.

Health Sciences Simulation Center Rules & 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 each 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 the 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 in the Simulation Center 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 to protect the simulator's skin from dirt, oils, and to help the skin to last longer.
- Adherence to the dress code is expected. Students must follow proper dress code for simulation experiences, 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.

Health Sciences Simulation Center Policy continued...

- 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.

Substance Abuse Control policy continued...

- iv) agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
- v) Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
- vi) 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.
- vii) 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.
- viii) 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.

• POLICIES OF THE ADN PROGRAM

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 two (2) 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

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 or images on social media or through other electronic means about 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 media 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 media 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, policies, 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.

DRUG CALCULATION EXAM

A 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 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 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 (NUR) 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 & 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. If unsuccessful in the PN transfer option, the student must meet current admission/ progression requirements to re-apply as a new student to either nursing program.

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 in the ADN program who experience a non-progression due to an extenuating circumstance may submit an appeal for review on a case-by-case basis by the Associate Degree Nursing Admissions Committee. If granted, an approved appeal permits the student one additional attempt to progress in the ADN curriculum.

An extenuating circumstance is one that is unforeseen and directly impacts a student's ability to continue in the semester. While no list can account for every possible situation, examples of extenuating circumstances include, but are not limited to:

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

Students who believe they have an extenuating circumstance must follow the appeal procedure outlined below:

1. If the circumstance allows, students should meet with their course instructor or faculty advisor to discuss available assistance, options for making up work, grade improvement, or withdrawal from the course.
2. The student must complete the *ADN Progression Appeal Request Form* and submit it within **12 calendar days of the end of the semester being appealed.**

The **ADN Progression Appeal Request Form** is available in the [Student Resources for the Associate Degree Nursing Program](#) section of the College website, or may be requested by emailing adnappeals@wallace.edu.

3. The completed form and any supporting documentation may be submitted in one of the following ways:
 - Emailed with any supporting attachments to adnappeals@wallace.edu
 - Delivered directly to the course instructor
 - Placed in the ADN Office mailbox (Michelle Blackmon) on the second floor of the Health Science building
4. The ADN Admission Committee will convene as needed to review all received appeals. The committee's decision will be communicated to the student via email and retained in the student's nursing program records.
5. A student may appeal only once throughout their progression in the ADN curriculum.

• CLINICAL INFORMATION & POLICIES

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)

All ADN students must maintain current CPR certification throughout the program in accordance with the following requirements:

- Certification must be at the BLS (Basic Life Support) level.
- CPR must be obtained through an American Heart Association or American Red Cross provider.
- **Online-only CPR certification is not accepted.** All certification and re-certification must include both a cognitive and a skills evaluation component.
- Certification must be renewed before the expiration date on the issued card or certificate.
- A copy of current CPR certification must be submitted to the ADN Program Office along with required health records.
- New students who do not have current CPR certification by the required deadline must enroll in EMS100 (Cardio Resuscitation I) during their first semester in the program.

CONFIDENTIAL INFORMATION

Students in clinical assignments will have access to confidential information regarding clients, physicians, and staff, which must not be shared except with those directly involved in client care. A client's condition may only be discussed by the attending physician or other authorized personnel and may not be disclosed to the client, family members, or any individual not directly responsible for that client's care.

All ADN students are required to sign a Statement of Confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and may also be required to complete HIPAA training and/or sign facility-specific confidentiality agreements for clinical sites attended.

STUDENT NURSE APPRENTICE PROGRAM

WCC is a sponsor for registered nurse apprenticeship with the Alabama Office of Apprenticeship. Enrolled nursing students who have successfully completed NUR 102 or NUR 199 may apply for a nursing apprenticeship with participating employers as part of the program of study.

- Apprentices work one-on-one with an assigned journey worker.
- Apprentice work hours (paid hours) count for clinical hours in the nursing program.
- Apprentices are held to employer and program policies.
- Apprentices complete 24 hours per week/96 hours a month for the duration of the nursing program.
- Employer agreement requires a service commitment after graduation.
- Termination of apprenticeship can occur at the facility or at school discretion for failure to follow established policies.

Students interested in the apprentice program should contact the ADN Student Nurse Apprentice Coordinator.

Student Nurse Apprentice qualifications, regulations, and standards are located under Chapter 610-x-15 of the Alabama Board of Nursing 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 standards. The behaviors listed below are level 2 critical behavior violations and will result in a clinical zero and/or additional action as determined by program administrators.
 - 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

Outcome

The ADN program is committed to transforming near misses and errors into meaningful learning opportunities that enhance student competency, support patient safety, and foster a culture of continuous improvement in nursing education and practice.

WCC ADN SIMULATION / LAB / CLINICAL EXPECTATIONS & 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. Students are expected to demonstrate responsibility for punctuality and regular attendance at all clinical assignments.

Missed clinical time must be made up at the location designated by the instructor. Failure to complete all required clinical hours may result in a grade of "I" (Incomplete) for the course, which must be resolved before the student may progress to the next nursing course.

Students who miss clinical hours due to a major illness or surgery are required to submit a completed Health Addendum form to the course instructor prior to attempting to return to the clinical, lab, simulation setting.

The **Health Addendum form** is available in the [Student Resources for the Associate Degree Nursing Program](#) section of the College website and may also be obtained from an instructor or the ADN Program Office.

• UNIFORM & PROFESSIONAL APPEARANCE

Students must adhere to the approved dress code for all clinical, theory, laboratory, and on-campus educational activities. Professional standards of personal appearance must be maintained at all times while representing Wallace Community College. In addition to WCC ADN program guidelines, students are required to comply with any additional dress code standards mandated by the policies of their assigned clinical facilities.

Good personal hygiene is mandatory. Unclean or unkempt appearance, unpleasant body or breath odors, and strong scents of any kind — including fragranced lotions and smoke odors — are not acceptable in any clinical or educational setting.

The ADN program uniform is to be worn only when functioning in the role of a nursing student or apprentice. Students must not wear the ADN uniform while engaging in activities that are not sanctioned by the ADN program.

CLINICAL & SIMULATION LAB UNIFORM

Some uniform lines may become discontinued or unavailable in certain sizes or styles, at the manufacturer's discretion. If this occurs, maintaining a consistent color match is important. Students with questions about substitutions, special sizing needs, or other uniform concerns should consult one of the local uniform vendors who maintain program specifications, or ask an instructor for guidance.

[Scrubs 101 Uniform Boutique](#) and [Zoghby's Uniforms](#) (formerly Sandra Jean's) are local vendors who carry the program's uniform specifications. Scrubs may be purchased from any vendor; however, 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

Clinical and Simulation Lab Uniform continued...

- 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.

CLASSROOM & SKILLS LAB UNIFORM GUIDELINES

The clinical uniform policy applies to classroom and skills lab setting with the following applications or exceptions:

- Fragrance will follow the clinical uniform guidelines.
- Any jacket that opens in the front, including coordinating scrub-style jackets, may be worn in class provided it does not interfere with safety or educational requirements.
- No sweatshirts or hoodies; scrub top must be visible at all times.
- A lab coat may be worn.
- Shoes must be closed at the heel and toe; no sandals, flip flops, Crocs, clogs, or house slippers are permitted.
- Hair, fingernails, and eyelashes will follow the clinical uniform guidelines when in the skills lab and simulation lab.
- Head coverings of any kind are prohibited unless worn for approved religious practices.
- Jewelry may be worn with the following restrictions:
 - No jewelry that interferes with class and lab activities such as extremely large earrings, necklaces or bracelets.
 - Smart watches may be worn in class but are not permitted during exams or in the skills or simulation lab where a watch with a second hand is required.

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.

COMMUNITY UNIFORM POLICY

A community uniform is required for all ADN students when participating in any required or optional community activity in which the clinical uniform is not worn and the student is representing the ADN program.

Community activities include, but are not limited to:

- Selected outside clinical experiences as directed by course instructors.
- Support group activities.
- Participation in health fairs.
- Attendance at professional meetings, seminars, or conventions.

Community Uniform

- 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-toe, 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 and all other appearance standards will be enforced in accordance with clinical uniform guidelines.

PROFESSIONAL APPEARANCE POLICIES WHILE IN UNIFORM

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 fingertip.
- 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/dip nails or overlays, wraps, tips, shellac polish/bonding and extensions.

False Eyelashes

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

Tattoos

Large tattoos must be covered with a white shirt worn under the uniform top. Small tattoos in difficult-to-cover areas may remain uncovered provided they are not offensive in nature. For example, a small finger or neck tattoo that is not offensive to others would be considered acceptable. Students with questions regarding tattoo coverage should meet with an instructor on an individual basis to determine the appropriate 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 hair that extends past the shoulders 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 human color with no extreme color such as bright red, pink, blue, silver, etc.
- Must only have plain neutral barrettes or rubber bands. Decorative hair accessories including, but not limited to beads, charms, cuffs, decorative clips/barrettes, bows, cowrie shells, or other ornamental hair adornments are not permitted during clinical experiences.
- May not wear scarves, headbands, hats, caps of any kind except for approved 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.



WALLACE
COMMUNITY
COLLEGE