

LURLEEN B. WALLACE COMMUNITY COLLEGE

Nursing Student Handbook



2022-2023 Academic Year

Edited
09/2021,
10/25/2021
05/27/2022
08/11/2022
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NURSING STUDENT HANDBOOK

Introduction

Welcome to the Lurleen B. Wallace Community College Nursing Program! Nursing is a challenging but rewarding profession. The faculty at Lurleen B. Wallace Community College are delighted that you have chosen nursing as your educational goal. We intend to challenge you academically and personally in order to prepare you to become a clinically competent and productive member of the healthcare team. The nursing curriculum is rigorous and is in alignment with the Alabama Community College System (ACCS), the Alabama Board of Nursing (ABN), and the Accreditation Commission on the Education in Nursing (ACEN) guidelines and recommendations.

The handbook provides nursing students with the policies of the Nursing Department. The Nursing Program operates within the policies of Lurleen B. Wallace Community College (LBWCC). Nursing students are primarily obligated to follow all policies and procedures as detailed in the Nursing Student Handbook in addition to policies and guidelines as published in the LBWCC catalog. Policies that differ in the Nursing Handbook tend to be more stringent and take precedence over College policies. The published policies in the LBWCC Catalog are accessible to all students via the LBWCC website.

Nursing students are responsible for knowing and following the policies in this handbook. This handbook is applicable to each nursing course in the nursing curriculum. The nursing faculty will be available to discuss any concerns regarding the handbook. No policies are infallible and when inoperable, the faculty shall welcome constructive suggestions for change.

The nursing faculty extends to you a sincere and warm welcome as you enter the program. We will be on this journey with you and have a desire to see you succeed. Please let us know if we can assist you.

Disclaimer

It is the intention that this handbook is a fair summary of matters of interest to students and they should use it in conjunction with the College catalog. Readers should be understand:

- (1) This handbook is not a complete statement of all procedures, policies, rules, or regulations
- (2) The College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook
- (3) Other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, may be applicable to students in this department.

Nondiscrimination Policies

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against because of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law.

Lurleen B. Wallace Community College complies with Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964. Direct inquiries concerning compliance with these statutes to the Dean of Student Affairs.

ACCREDITATION

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) awards degrees and certificates at the community college level accredit Lurleen B. Wallace Community College.

1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501

The Alabama Board of Nursing (ABON) approves Lurleen B. Wallace Community College's nursing program.

Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, AL 36130-3900
(334) 242-4060
www.abn.alabama.gov

The Accreditation Commission accredits Lurleen B. Wallace Community College's Associate Degree Nursing program for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, BA 30326
(404) 975-5000
www.acenursing.org

Lurleen B. Wallace Community College
Mission/ Philosophy

Teaching. Learning. Growing. Enriching. Lurleen B. Wallace Community College offers opportunities for learning and growth by providing academic and technical instruction, workforce development, adult and continuing education, and cultural enrichment. Lurleen B. Wallace Community College is a public, two-year institution in the Alabama Community College System (ACCS) under the governance of the Alabama State Board of Education.

The College offers career-oriented certificates and associate degrees, as well as university transfer courses and associate degrees. In addition, the College provides specialized training for business and industry, non-credit and continuing education, adult education and community services to the residents of its service area. With fundamental principles affirming the value of education, the freedom of teaching and learning, and the worth, dignity and personal development of each individual, the College provides an environment that emphasizes student success and achievement.

Lurleen B. Wallace Community College
Nursing Mission Statement

In accordance with the Alabama Community College System (ACCS), the mission of Lurleen B Wallace Community College Nursing Program's mission is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

Lurleen B. Wallace Community College
Nursing Program Outcomes

1. **Performance on Licensure Exam:** The most recent annual pass rate will be at least 80% for all first-time test-takers during January to December.
2. **Program Completion:** At least 55% of the students admitted will complete the program within the 100% expected timeframe. (3 semesters for mobility and 5 semesters for traditional)
3. **Program Satisfaction:** At least 80% of graduates and employers responding to the surveys distributed within one year after graduation will indicate satisfaction with the program.
4. **Job Placement:** At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies

Human Flourishing

Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).

Patient-Centered Care

Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).

Nursing Judgement

Provide a rationale for judgments used in the provision of safe, quality care and decisions that promote the health of patients within a family context (NLN, 2010).

Informatics

Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).

Safety

Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).

Professional Identity

Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2010).

Teamwork and Collaboration

Function competently within own scope of practice as a member of the health care team (QSEN, 2012).

Spirit of Inquiry

By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).

Quality Improvement

Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).

Evidence-Based Practice

Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).

Associate Degree Nursing End-of-Program Student Learning Outcomes/Graduate Competencies

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).

Patient-Centered Care

Recognize the patient or designee as the source of control and full partner in providing compassionate care and are based on respect for patient's preferences, values, and needs (QSEN, 2012).

Nursing Judgement

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).

Informatics

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).

Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).

Quality Improvement

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).

Evidence-Based Practice

Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012)

Alabama Community College System Nursing Program Mission/Philosophy

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

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 faculty 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 Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

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

Human Flourishing- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

Patient-Centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN def)

Nursing Judgment- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)

Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)

Professional Identity- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

Spirit of Inquiry- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)

Conceptual Framework



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

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

**Associate Degree Nursing Curriculum
Track 1**

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
ORI 101 Orientation to College	1	0	0	1	1
MTH 100 Intermediate College Algebra	3	0	0	3	3
BIO 201 Human Anatomy and Physiology I	3	1	0	4	5
NUR 112 Fundamental Concepts of Nursing	4	2	1	7	13
Total	11	3	1	15	22

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
ENG 101 English Composition I	3	0	0	3	3
PSY 210 Human Growth and Development	3	0	0	3	3
BIO 202 Human Anatomy and Physiology II	3	1	0	4	5
NUR 113 Nursing Concepts I	4	1	3	8	16
Total	13	2	3	18	27

Third Semester*

Course	Theory	Lab	Clinical	Credit	Contact
SPH 106 Fundamentals of Oral Communication	3	0	0	3	3
NUR 114 Nursing Concepts II **	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning **	1	0	1	2	4
Total	9	0	4	13	21

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
BIO 220 General Microbiology	2	2	0	4	6
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
Total	6	2	3	11	19

Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
IDS 102 Ethics	3	0	0	3	3
NUR 221 Advanced Based Clinical Reasoning	3	0	4	7	15
Total	6	0	4	10	18
Program Total	45	7	15	67	107

Academic and Nursing Theory Contact Hours	675
Academic and Nursing Lab Contact Hours	255
Nursing Clinical Contact Hours	675
Total Program Contact Hours	1605

*Students are eligible to take NCLEX-PN after successful completion of the 3rd semester. Please note this certificate is not obtained through an ACEN accredited program.

**Students are permitted to split NUR 114 and NUR 115 over two semesters. NUR 114 must be taken prior to NUR 115.

**Associate Degree Nursing Curriculum (Mobility)
Track 2**

PREREQUISITES

Course	Theory	Lab	Clinical	Credit	Contact
ORI 101 Orientation to College	1	0	0	1	1
MTH 100 Intermediate College Algebra	3	0	0	3	3
BIO 201 Human Anatomy and Physiology I	3	1	0	4	5
BIO 202 Human Anatomy and Physiology II	3	1	0	4	5
ENG 101 English Composition I	3	0	0	3	3
PSY 210 Human Growth and Development	3	0	0	3	3
SPH 106 Fundamentals of Oral Communication	3	0	0	3	3
Total	19	2	0	21	23

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209 Concepts for Healthcare Transition Students *	6	1	3	10	18
Total	6	1	3	10	18

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
BIO 220 General Microbiology	2	2	0	4	6
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
Total	6	2	3	11	19

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
IDS 102 Ethics	3	0	0	3	3
NUR 221 Advanced Based Clinical Reasoning	3	0	4	7	15
Total	6	0	4	10	18
Program Totals	37	5	10	52	78

Academic and Nursing Theory Contact Hours	555
Academic and Nursing Lab Contact Hours	165
Nursing Clinical Contact Hours	450
Total Program Contact Hours	1170

*Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.

STUDENT POLICIES AND PROCEDURES

Please refer to the LBWCC College Catalog and Student Handbook for information on the college's general academic policies.

CLASSROOM POLICIES

Attendance

Only approved students may attend nursing courses and laboratory experiences. Class attendance is an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed, and for obtaining the material or audiovisuals for that class. Attendance significantly affects a student's progress in meeting course requirements.

A student is encouraged to attend all class meetings for classes in which registered. Attendance will be verified as required by federal and state regulations. According to Alabama Community College System policy guidelines, class attendance may not be used as a factor in determining a student's course grade. However, instructors may require student participation in specific activities in the classroom or laboratory. Failure to participate in these activities may result in a zero (0) grade for those particular activities.

- a) Due to program requirements, the number of allowable absences is two (2) class periods in theory, one (1) period for clinical skills lab, and one (1) for clinical rotations. Students **must** make up skills lab and clinical absences. Absences in excess of the noted amount will result in a student receiving a grade of zero (0) for missed assignments and activities that may result in failure of the course if the student does not withdraw. The instructor may administratively withdraw students but is not required. Students whose work or personal circumstances interfere with regular class attendance should discuss appropriate class arrangements with the instructor during the first week of class. The instructor will assist as able but will not guarantee approval or alternate arrangements.
- b) The instructor notes attendance at the beginning of the class period. Any student who is not present at the scheduled start time for class is tardy. The instructor will document the tardy. For every three episodes of tardy in a semester, the student receives an absence. When a student exceeds the allowable absences, (s)he will need to withdraw. The instructor may administratively withdraw a student but is not required. If the student does not withdraw, the result is an F grade and failure of the course. The instructor will not allow the student to attend any further classes or activities for the specific course.

Classroom Interaction

Students are to conduct themselves as adult learners. This means to be punctual and courteous in all interpersonal relationships. Students are to be in the classroom and on time. This instructor notes attendance and tardiness. Much of the material discussed in class is personal and

confidential. All students must demonstrate respect for other's opinions. Students are not to discuss information from the classroom outside of class discussion. Instructors do not permit recordings. **This is part of the student's professional training.** Instructors are responsible for providing an atmosphere conducive to learning. The instructor may suspend, temporarily or permanently, a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, texting, wearing ear buds, and reading unrelated material during class is considered rude and disruptive and is grounds for dismissal from the class at the instructor's discretion. Students dismissed from a class must meet with the class instructor **and/or** division chair before allowed to return.

Access to Instructors

Students will be able to meet their instructor during designated office hours. The student will find the instructor's office hours outside the faculty member's office and in the course syllabus. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor.

Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Both parties should keep appointments; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. It is not appropriate for students and instructors to "friend" each other on social media because of the nature of the Educator- Learner relationship. If friends prior to becoming a student or instructor, the relationship must be Educator-Learner during the time of student enrollment.

Each student should log in daily to the college's learning management system (LMS), Canvas, for class updates and other important and official communication from the instructor. It is the student's responsibility to be aware of the class schedule, attendance, and grades. Any information pertaining to a student's schedule, attendance, and grades, as well as any academic disciplinary action, will be communicated by the instructor through Canvas or LBWCC saints email. The instructor will have 24 hours to respond to any emails. On weekends, holidays, emergencies, or when sick, the instructor will have 48 hours to reply. The student may email at any time, but instructor has the above amount of time to reply. Students are welcome to email instructors at any time. However, students should not call instructors' cell phones or text them except in a TRUE emergency. Instructors are not required to reply immediately (see the above for allotted time to reply). Any student may require a face-to-face and in-office meeting, but this MUST be scheduled through email or Canvas. Students are not allowed to enter any office without an appointment. Faculty have allotted office hours that must be followed.

Canvas (Web-enhancement)

All nursing students should have daily access to a computer, as all nursing courses are web-enhanced. Several assignments, as well as instructional tools, may be posted on Canvas. Students are expected to check Canvas daily in order to stay current with classroom assignments. All "Canvas" tools are for class instructional use. All comments and postings not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to

the College's academic code of conduct. It is advised that students do not disclose their log-in to any other individual as this may result in disciplinary action. Canvas will also be used to notify students of any changes to class or clinical meeting times or locations. The student owns the responsibility of logging onto Canvas daily and for the knowledge of any changes posted on Canvas. While the instructor may send additional messages through other forms of communication, the instructor is not mandated to do so.

Immunizations, Records, and Due Dates

Immunizations, BLS, payment for drug testing, background screen, and medical insurance must be current prior to the beginning of the semester in which they are due. All students must ensure required immunizations are up to date and proof of the immunizations submitted to the nursing office and placed in the clinical portfolio. Students will not be allowed to attend classes or clinicals until requested information has been received by the nursing department. It is the responsibility of the student to verify that information scanned, faxed, and/or mailed was actually received by the department. The student must have copies of all required immunizations, certifications, drug screen, background check, and health statement in their clinical portfolio at the clinical site at all times. Failure to have proof of these items when asked to produce them will result in the student receiving a clinical deficiency and being sent home for the remainder of the clinical day or until the documentation can be produced.

Copies of Records

Students are responsible for making copies of their Health Form, immunization records, and any other identified forms **prior** to submission to the nursing department. The department will not provide copies after documentation has been submitted.

Student Record Maintenance

Students should keep the nursing program and Office of Admissions updated on any changes in name, address, or phone number.

Written Assignments

The nursing faculty believe that written papers are an expression of the individual. It is expected that all written work will reflect clear, correct, and responsible use of language and grammar. All written assignments must be prepared according to the guidelines in the course syllabus. This includes the expectation that student complete scholarly writing, use the American Psychological Association (APA) format current version, and original work. Plagiarism is the copying from the work of another, word for word or in substance, and offering the copy as one's own work for credit. This includes purchased or borrowed papers. Written work must be the student's own work unless the student gives proper credit to the original author. The expectation is that students follow the Student Code of Conduct as described in the current College Student Handbook. Cheating and plagiarism violate these standards and may result in disciplinary action, including a failing grade for the assessment or for the course.

Academic Honesty

Academic honesty is **absolute** in order for the student to advance in the program. Because of the nature of the nursing profession, dishonesty or unprofessional conduct could affect the

health or safety of patients. 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 witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor or may receive discipline also. Penalties for academic dishonesty may range from a reprimand to suspension from the college. Please see the College Student Handbook for general policies on academic honesty.

Academic dishonesty includes but is not limited to:

- copying from another student's work, test, or paper (INCLUDING CLINICAL PAPERWORK), or allowing another to receive credit for your work
- looking at another student's exam or allowing another student to look at your exam
- collaboration with another student or any person(s) during an exam
- use of anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle)
- obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam
- bribery to obtain exam information
- SHARING or RECEIVING information about an exam from ANOTHER SECTION OR CLASS GROUP
- breach of test security
- unauthorized tape-recording or note-taking of a test review
- plagiarism
- failure to report any of the above behaviors or other dishonest behaviors when witnessed

If an exam monitor suspects an incident of academic dishonesty, the student will be referred to the division chair or dean of student services.

Audio and Video Taping Guidelines

The instructor does not permit taping of content in classroom or lab sessions. No recording of any type (audio, visual, written, etc.) is allowed during exam reviews. The nursing department faculty, on a case-by-case basis only, will perform recording of skills validations, for review purposes.

Cell Phone Policy

Electronic devices such as cell phones, kindles, nooks, iPads, smart watches, ear buds, and their attending noise are distracting to both faculty and students in classrooms, labs, and testing centers. The classroom, lab, and testing areas are inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off or silenced, unless prior approval is obtained by the instructor, dean of instruction, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by students is a violation of the student code of conduct and will result in dismissal from the course. Repeated infringements will lead to a meeting with the Nursing Division Chair and/or Dean of Instruction and/or Dean of Student Affairs. If a cell phone or electronic device rings or vibrates during the class, the instructor will ask the student to leave the

classroom (or testing area) until the next scheduled break. If this occurs during an exam, the student will stop testing and will receive a grade based on questions answered. No opportunity for reassessment exists. If there is an emergency, a student's family may contact them through calling the Nursing office at LBWCC. The telephone number is (334) 493-5376.

Minors on Campus

The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on the campus. Therefore, to minimize distractions in the classroom and ensure safety, children are only permitted on campus to attend specific programs (e.g., Day Care Program) or athletic events accompanied by adults. LBWCC students must not bring children to classes or leave them unsupervised on campus while attending classes, this includes the commons area.

Reasonable Accommodations

It is the student's responsibility to provide appropriate documentation to the College's Americans with Disabilities Act (ADA) Coordinator, located on each campus, to receive reasonable accommodations for classes. It is the student's responsibility to inform respective instructors of the need for reasonable accommodations or for assistance with classes. The student must notify the instructor every semester if requesting accommodations.

School Closing

It may become necessary to close the College because of severe weather, adverse road conditions, or other emergencies. Closing of the College also includes cancellation of off-campus clinical. Students who have signed up for the Alertus Notification System are notified of inclement weather, school closings, and other emergencies by e-mail and cell phone text.

Social Networking Policy

Students are advised to use social media cautiously and to **avoid disclosing any information** that could be considered confidential patient information. Any disclosure, **intentional or unintentional**, of information that could lead to the identification of a patient will result in the student being immediately removed from the clinical site or classroom and awarding of an F for the current nursing class the student is taking. Removal of an individual's name, face, or image, is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is not deemed sufficient. Pictures taken or received on a cell phone is included in this policy, regardless if the student has shared the unauthorized picture on social media. Students are not to take photos at the clinical sites for ANY reason (including last day of clinical, first IV start, etc.)

Students are **not** to make negative, disparaging, or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

TESTING AND GRADING POLICIES

Grading

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

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = 59 and below

Note that a 'C' requires a grade of 75-79 in all courses with a NUR prefix. Students are encouraged to study a minimum of two to three hours per course credit hour (i.e. 6-9 hours per week for a 3 credit hour course).

Most nursing courses consist of a combination of theory, laboratory, and clinical components. Students who fail the laboratory and/or clinical component of a course but earn a C or higher in the theory portion of the course; fail the course. Students who pass the laboratory and/or clinical component of a course but fail the theory portion of the course with a D or F; fail the course. Students who have failed any one component of a course may withdraw until the last date for withdrawal. Once the withdrawal date has passed, students will receive an F for the final grade.

Dosage Calculation Exams

Dosage calculation exams are given every semester. Students must pass the dosage calculation exam with a minimum of 90% by the 2nd attempt before being allowed to attend clinicals in NUR 112. Failure to pass the exam by the 2nd attempt in NUR 112 will result in failure of the course if the student does not withdraw. Students who have failed the Dosage Calculation Exam may withdraw prior to the last date of withdrawal or receive an F for the course. Failure to pass the exam by the 2nd attempt in all other nursing courses will cause the student to be ineligible to be enrolled in the course. ****If a student does not show up for the first attempt, the student will receive a zero for the first grade and will have an opportunity to take the exam on the scheduled retake day and time. This will count as attempt number two. If the student is unsuccessful, (s)he will not be permitted to enroll in the subsequent course, until the next dosage calculation entry exam is successful. First attempt dosage calculation grade is 2% of the course final grade. Dosage calculation exams are scheduled and students may not take the dosage calculation exam early or late. If unable to take on the date scheduled, the student receives a zero for the first attempt. Extenuating circumstances can be explained to the nursing division chair and may result in an alternate date. This must be an emergency situation and not a vacation trip, work, etc.***

Exam Reviews

Instructors hold the discretion of reviewing an exam during the assigned class period. If the instructor chooses to hold the review during the assigned class period and any student(s) becomes disruptive, argumentative, disrespectful, etc. The student will receive immediate dismissal from the room and will require a meeting with the instructor **and** division chair to return to the classroom. The instructor has the right to continue the review without the disruptive student(s) or to continue. Any student may request a one-on-one review with the instructor but must do so within 1 week.

After that period, the exam is not up for review. When possible, instructors administer all exams electronically thereby allowing immediate review and remediation of the exam. The student benefits when taking advantage of this opportunity. During the review, the student will not take notes of the exam but may write down the question number to request assistance from the instructor in understanding the content. **The student is not allowed to make-up more than one exam/assignment.** Students may request to meet with the instructor and Nursing Division Chair to request appeal. Extenuating circumstances will receive consideration. **All exams/assignments exceeding this amount will result in a grade of zero (0). Make-up exams may be different from the original exam and may be an alternate format.**

LIBRARY/LEARNING RESOURCE MATERIAL

Independent reading and learning is encouraged by the faculty of the nursing program. Library materials are available in the school to be checked out on a variable time schedule. Books may be checked out for 28 days. Articles may be checked out for four days. Past volumes and current journals are housed in the school library. They may not be checked out but are available for use in the library. Multiple resources are available for the students to use in the library and through the library website. The library holds the right to change the checkout time allotted for each item as needed. The Nursing computer lab and the school library both provide internet access for students. The Nursing computer lab may not be available to a student for internet use if a class is in session.

Certain references and required readings are available on reserve in the Lurleen B. Wallace Community College Libraries five days a week, 7:00-5 M-Wed, 7:30-12:00 Thurs. A copy machine is available in the library for the student's convenience.

A student who borrows material from the Nursing Department or Lurleen B. Wallace Community College Library will be responsible for the care of these materials. Any books or articles not returned to the library or the department by the end of the term will result in the student not receiving his/her grades and the student will not be allowed to register for the next term.

Final Exam Schedule

The final exam schedule for nursing courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule. Students hold the responsibility of knowing their schedules.

MAKE-UP POLICY

EXAMS: Students arriving late during an exam will not be admitted to the classroom. The student must make-up the exam. Students can make up no more than **ONE** exam. If the student misses more than one exam, he will receive a grade of zero (0) for all other missed exams. A faculty member will administer a make-up exam prior to the student progressing to the next exam. Make-up exams are subject to be different from the original exam. If the student does not make up the exam on the assigned make-up day, the student receives a zero (0) for the exam.

Exam Procedures

Unit/module exams may be administered outside the regularly scheduled class time. It is essential that exam times are quiet. Once a student leaves the examination area, the instructor does not allow the student to return until all students have completed the exam. The instructor will allow only pencils, tests, answer sheet forms, and simple calculators, if specified, on the desk for exams (if the exam is not electronic). Students receive 90 seconds per question on the exams. At end of exam time, if any student has not completed the exam, the student will receive instruction to stop and submit the exam. Instructors do not allow caps, handbags, backpacks, book carriers, books, drinks, food, cell phones, and/or other electronic devices on top of, under, or around any desk during an exam. If a student brings any of these items into the room, (s) he must place them at the front of the classroom. Students are to wear their LBW Nursing badge (with their picture) in order to test. If a student does not, (s) he will not test. Any student failing to adhere to the testing and classroom rules will receive immediate dismissal from the room, receive a zero (0) grade for the exam/assignment, and will have no opportunity to retest/resubmit/make-up the test/assignment. The student must meet with the class instructor **and** the division chair before returning to the classroom. These consequences also result from student outbursts or disrespect (to anyone).

Please be courteous and maintain a quiet atmosphere in the hall, classroom, or lab areas to aid in a quiet and calm testing environment.

Incompletes

A grade of (I) Incomplete is not guaranteed. A grade of incomplete (I) may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional. Students must submit to the instructor a "Request for Incomplete Grade" form with documentation of the absences. If approved by the instructor and division chair, the student may receive an "I" for the term. All required work for the course must be submitted to the instructor no later than two weeks prior to the last class day of the following term. If work is submitted by the due date provided by the instructor, the "I" grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an "F".

PROGRESSION POLICIES

Progression

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

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

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.

A student may be reinstated to the nursing program only **one** time. Reinstatement is not guaranteed due to limitations in clinical and/or classroom spaces. Students requesting reinstatement into NUR 112 and NUR 209 will be considered for reinstatement after the new applicant pool has been exhausted. In the event space is limited for students to be reinstated, rank order will be determined by assigning priority based on the higher GPA in required academic core coursework. When ties still occur, the cumulative GPA then determines rank. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

ADN students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

Definitions

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

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

Process for Reinstatement

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

Transfer Policy

The transfer policy applies 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 is as follows:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Must provide a letter of eligibility for progression from the Dean/Director of previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Must complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.

6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. 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.
9. 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 courses between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transient status is based on GPA in nursing program required courses.

Program Completion

Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression, and graduation requirements.

Termination

A student may be terminated from the nursing program for the following, but not limited to:

- a. Losing privileges to attend any clinical site
- b. Unsafe nursing practice
- c. Being under the influence of drugs or alcohol
- d. Obstruction or disruption of the Nursing Program
- e. Breach of confidentiality
- f. Inability to perform essential functions
- g. Any act of academic dishonesty, to include plagiarism

Withdrawal

A student may withdraw from a course or all courses without a grade penalty until 14 days prior to the first day of final exams for the fall and spring terms. For the fall and spring mini-terms, students may withdraw from classes until 7 days prior to the first day of final exams. For the summer full term, a student may withdraw from classes until 9 days prior to the first day of full-session final exams. For the summer mini-terms, a student may withdraw from classes until 4 days prior to the first day of mini-session final exams. The final date for official withdrawal is printed in the college calendar and published in each class schedule.

A student may withdraw from courses online via their myLBWCC student portal up until their last class. To officially withdraw from all courses (or a final course), a Withdrawal Form must be obtained from the Office of Student services, completed and signed by all persons indicated on the form and returned to the Office of Student Services. NOTE: All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from a course or courses. It is the student's responsibility to follow these withdrawal procedures. Students may be administratively withdrawn from all courses for excessive absences or for other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student's ability to qualify for financial aid, and may result in the need to repay financial aid already received. Any exceptions to the administrative withdrawal policy must be authorized by the Dean of Instruction or the Dean of Student Affairs.

LAB POLICIES

Campus Laboratory Guidelines

In order to provide as safe an environment as possible for those using the lab, and to ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus labs are authorized for use by nursing students with specific assignments, ONLY. No children are allowed.
- Eating and drinking is NOT allowed in the computer lab or skills lab.
- The supply closet and equipment cabinets are to be accessed by College staff and faculty ONLY. Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment and lab equipment are NOT allowed to leave the building.
- Equipment in the lab is specific for learning situations and should be used ONLY on laboratory mannequins. Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting. A nursing tote containing supplies and equipment necessary for performance of nursing skills is required. This tote is acquired from the College bookstore.

Lab Attire

Full clinical attire must be worn in all scheduled lab times. See Clinical Attire policy for a full description of requirements. A student will not be allowed to attend a scheduled lab without being in approved clinical attire.

Lab Skills Validation

Nursing Skills Lab

The nursing skills lab is an important aspect of the nursing program. Students are assigned to a fundamentals lab group on two days each week. There is a strong correlation between student success in the lab and successful student performance in the clinical setting. During laboratory sessions faculty present material complementary to lecture or theory material, demonstrate skills, provide supervised opportunity for skills practice, and evaluate student skills performance. Lab may include verbal presentation of material, videos, live demonstration, individual and group study activities, computer-based assignments, and skills practice. There are no excused absences for labs. Students who miss lab are responsible for obtaining information presented and practicing and completing skills. ***Students who are not able to meet lab objectives due to absences or failure to meet the skills performance criteria will fail the lab component of the course.***

Nursing Skills Lab Grading

Prior to a testable skill, the student must pass a critical reasoning exam (CRE) for that particular skill. The student will not be able to test on that skill until achieving a passing score of at least 75%. The student will have two (2) attempts to pass the CRE. After the first attempt, remediation will be required before having the opportunity to reattempt. The first attempt score is used for grade calculation. A student who needs to retake will do so at the time and place designated by the instructor. Students may not progress to the next CRE and skill check off until successful completion of the previous skill. The student has three (3) opportunities to achieve a satisfactory on a skill validation. The first attempt is 100%, the second is 50%, and the third is 0% for calculation in the course grade. The student who fails to achieve satisfactory on any skill or CRE within these parameters will fail the lab component of the course, regardless of the theory grade. A student who fails the lab component will fail the course and not be allowed to continue.

CLINICAL POLICIES

Clinical Attire

Each student will pass inspection for uniform compliance prior to the first day of clinicals each semester. Uniforms should be neat, clean, well pressed, and fitted appropriately, as students must portray a positive image to the public. Students will not deliver patient care at the clinical agency without specified attire. Maternity uniforms need to meet the approval of the nursing faculty. Policies for uniforms are as follows:

- School approved uniform with appropriate program uniform patch on left shoulder (2" below shoulder seam or acromion process). Well fitting, clean, pressed and tailored, with adequate looseness for movement in the clinical areas but with modest covering. Fabrics must be of good quality. The outfit consists of a pewter grey scrub suit. The scrub top must be a pullover, V-neck top with two patch pockets located at the waist. A chest pocket is not required but is allowed. A solid white, crew neck top without decoration may be worn under the pewter scrub top. If a long sleeve top is worn under the scrub top, sleeves must be tight enough to stay in place when adjusted. The shirt must be clean, white and in good repair.
- Pants should not be frayed on the bottom or touching /dragging the ground. No knit cuffs at the ankle and no more than two, non-extending cargo pockets at thigh level on pants. Pants

should not have flair legs. If a skirt is preferable, the skirt must be pewter grey in color with length to the knees or below.

- White lab jackets are permitted for warmth. Lab jackets have long sleeves and elastic or knit cuffs. They may have snap or button closures. If lab jackets are worn during the clinical rotation, the program uniform patch should be visible. Lab jackets also must be pressed, clean, and in good repair.
- White socks are to be worn with pants, and non-patterned white pantyhose are to be worn with dresses. Full-coverage undergarments must be worn under uniform and should not be visible from underneath the uniform.
- Shoes are solid white in color. Tennis/sport type shoes are allowed. All shoes must have a completely enclosed toe and heel. Shoes must be kept clean and in good repair.
- The student's clinical name badge is to be worn at all times while at clinical. The badge must be worn on the upper chest portion of the uniform top. Badge reels or clips are accepted.
- A dual-head, single tubing design stethoscope, 2" bandage scissors or bandage sheers, black ballpoint pen, black fine tip marker, basic calculator, non-LED or soft-LED penlight, and a low profile watch with second hand is required at all clinical rotations. **NO smart watches, Fitbits, etc.** Watchbands must be white, black, grey, or brown leather or synthetic material with a smooth finish. No cloth or metallic watch bands.
- Hair is to be neat, clean, secured away from the face, and should not touch the collar. Hair pulled back must be secured in an orderly style and not allowed to swing loosely beyond the collar level. Unruly or extreme hair fashions are prohibited. Beards and mustaches must be neatly trimmed. All hair color must be kept a natural shade. No hair accessories are allowed except for elastic bands (not scrunchies), or hairpins that are the same color as one's hair. Bright colored bows, barrettes, or elastic bands are not allowed.
- **Fingernails must be short, filed, and clean. Nails may be no longer than the tips of the fingers and shall have rounded edges. All nail polish and artificial nails are prohibited.**
- If the student feels it necessary to wear make-up, it must be kept to a minimum and only natural colors. If required to wear an N-95 mask, no make-up can be worn (except under direction of the healthcare provider (HCP), as it degrades the mask and causes it to be unsightly in appearance.
- Only jewelry specified below is permitted:
 - One wedding band that has a smooth surface, without etching or stones. The color of the band is limited to white, black, brown, silver, or gold and must be a solid color. The wedding ring can only be worn on the ring finger of either the left or right hand.
 - No earrings, no visible piercings, no tongue piercing. A skin tone plug must be worn

- in the hole left by a gage earring.
 - Necklaces are not allowed but, if necessary for medical reasons, must be long enough to secure under clothing
- **NO** visible tattoos are allowed.
- No cologne, perfume, body spray, etc. is allowed due to possible patient allergies. Lotions and deodorants **must** be fragrance free. Scent boosters should not be used on uniforms.
- Students are expected to bathe, wear deodorant, brush teeth, and change undergarments daily. No gum chewing is allowed in clinical.
- Uniforms are to be worn only when functioning in the role of the student. If the student has other plans at the completion of a clinical or lab, the student must change into other clothing.

Clinical Orientation

Students must complete an orientation to the clinical site before attending clinical at that site. Students who fail to complete the orientation are not allowed to attend clinical. Missing an orientation constitutes a clinical absence. It is imperative that all students complete the clinical orientation prior to the start of a clinical rotation.

ATTENDANCE POLICY

Class attendance and participation are regarded as an obligation as well as a privilege. There is a high correlation between class attendance and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are responsible for preparing all assignments for the next class and for completing work missed. Attendance significantly affects a student's progress in meeting course requirements.

A student is encouraged to attend all class meetings for classes in which registered. Attendance will be verified as required by federal and state regulations. According to Alabama Community College System policy guidelines, class attendance may not be used as a factor in determining a student's course grade. However, instructors may require student participation in specific activities in the classroom or laboratory. Failure to participate in these activities may result in a zero (0) grade for those particular activities.

- c) Due to program requirements, the number of allowable absences is two (2) class periods in theory, one (1) period for clinical skills lab, and one (1) for clinical rotations. Students **must** make up skills and lab absences. Absences in excess of the noted amount will result in a student receiving a grade of zero (0) for missed assignments and activities that may result in failure of the course if the student does not withdraw. The instructor may administratively withdraw students but is not required. Students whose work or personal circumstances interfere with regular class attendance should discuss appropriate class arrangements with the instructor during the first week of class. The instructor will assist as able but will not guarantee approval or alternate arrangements.

- d) The instructor notes attendance at the beginning of the class period. Any student who is not present at the scheduled start time for class is tardy. The instructor will document the tardy. For every three episodes of tardy in a semester, the student receives an absence. When a student exceeds the allowable absences, (s)he will need to withdraw. The instructor may administratively withdraw a student but is not required. If the student does not withdraw, the result is an F grade and failure of the course. The instructor will not allow the student to attend any further classes or activities for the specific course.

Clinical Guidelines

Students are expected to use time productively. Ask to assist others when not busy with assigned client. Do not gather in the hall, sit at the nurses' station, or break room.

- Communication with clients should be client-centered. No personal affairs/problems are to be discussed within hearing of clients or with clients.
- No smoking, vaping, dipping, etc. is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking or smelling of smoke while at clinical will receive a clinical deficiency for that clinical day under the category of "professionalism". (This includes electronic cigarettes.)
- Students are not to report to clinical if physically or emotionally impaired.
- Pregnant students must provide documentation at the beginning of each semester from their attending physician stating they may participate in clinical.
- No gum chewing. No eating of food designated for the staff, patients, or visitors.
- Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinical or practicums. Thievery from patients, family, the agency, professional colleagues, or fellow students will not be tolerated.
- Students are not to leave the assigned clinical agency without the permission of the clinical instructor. Lunch break is thirty minutes.
- Students are to bring the clinical skills sheet to each assigned clinical. Students are responsible to get the clinical instructor's signature on skills performed on the date performed.
- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by clinical agency. The college, nursing instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.
- Each student is responsible for understanding the policies of the clinical agency and

Alabama Board of Nursing guidelines and adhering to those policies, including standard and universal precautions.

- Students may not apply lipstick, lip balm, any cosmetic, or adjust contact lens except in the employee/student break room or a restroom to avoid an OSHA violation.
- Students are not allowed to transport patients in their own vehicle due to liability.
- Students, who have been terminated and are deemed ineligible for rehire from any clinical facility used by the nursing program, are also not allowed to perform clinical in that facility. A student denied clinical access by any clinical affiliate used by the program will be dismissed from the nursing program.
- Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s).
- Students will follow Health Insurance Portability and Accountability Act (HIPAA) confidentiality. The following guidelines are to be followed:
 - Confidential or sensitive patient information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
 - E-mails or texts in correspondence with faculty should not include patient identifying information.
 - Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency shall be maintained.
 - Patient privacy and confidentiality shall be maintained at all times. Students shall not discuss client information with anyone except for clinical personnel and those in the nursing program involved with the students' education.
 - Client names should not be included on clinical paperwork, presentations, or notes.
 - ***Breaches of confidentiality or privacy should be reported to the nursing instructor promptly.***

White Coat & Pinning Ceremonies

The nursing department dress code will be **strictly enforced** for underclassmen **and** seniors. **Students not adhering to dress code will not be allowed to participate.** NUR 115 students may participate in the white coat ceremony and it is a privilege, but not a requirement. The dress code set forth for the white coat ceremony will be followed. The student must purchase the required white coat for the ceremony or will not be allowed to participate. This white coat ceremony will replace the pinning ceremony for the NUR 115 group. NUR 221 students must purchase a pin to participate in the pinning ceremony. The dress code set forth for the pinning ceremony must be followed or the student will not be allowed to participate.

HIPAA Policy

In order to preserve patient confidentiality, violations in HIPAA will result in repercussions as outlined at the following levels:

Level 1 constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended
- Turning in assignments with a patient's name attached
- Sharing passwords with other classmates
- Not signing off of a computer in the clinical setting
- Not password protecting any personal device that is used to record client

information Level 1 violations result in a clinical deficiency and counseling by the instructor.

Level 2 constitutes an intentional or unintentional violation of HIPAA.

Examples of level two violations include but are not limited to:

- Unauthorized access to patient records
- The discussing of patient's information with others not involved in the patient's care
- Taking pictures of a patient, and/or body part, in the clinical setting
- Sharing information about a patient on social media
- Taking pictures of patient information in the clinical setting
- Removal of patient documents from the clinical setting, whether original or copies

A level 2 violation results in a failure of the student in all nursing courses for that semester. The student would have to request reinstatement. Reinstatement to the program is not guaranteed. If reinstated, a repeat violation would result in the student's automatic dismissal from the program.

Level 3 constitutes a malicious offense used to cause harm to a person, or used for personal gain. A level 3 violation results in failure of a student in all nursing courses without an option of returning to the program or any program in allied health.

Clinical Evaluations

The Clinical Evaluation Tool reflects program goals and is intended to serve as a guide for clinical performance during each rotation, identify patterns of behavior or changes in behavior, serve as a guide for the progression of the student, and evaluate the student's level of performance during and at the completion of the rotation. The Clinical Evaluation Tool is cumulative and builds on the expectations from all previous clinical courses. As a result, students are accountable for clinical competencies from ALL previous courses.

Each week, the evaluation is to be signed by the student and the clinical instructor. The student may disagree in writing, with the clinical instructor's evaluation. A signature means the student has reviewed the form. The evaluation form may be paper or electronic.

Student Grievance Policy

Because each are unique individuals with differing perspectives, conflict is a natural and

inevitable part of life. In order to resolve conflict at the lowest levels the following procedure should be followed:

- Students with a concern regarding a nursing course should first discuss the issue with the course instructor.
- If the student remains unsatisfied, the student should discuss the issue with the Nursing Division Chair.
- If the student cannot reach an agreement with the Nursing Division Chair, the student's next step is to present documentation to the Dean of Instruction.

Incident Reports

The clinical instructor is to be notified of any untoward or near miss incidents made by the student. An incident report will be filed by the clinical agency as would be filed for an employee under the same circumstances. In addition, a Nursing Program Event Documentation will be filed in the student's records and a copy given to the Nursing Division Chair.

Accidents and Injury

If a student should receive a needle stick, exposure to blood through mucous membranes, a laceration, or any other injury while performing duties as a student nurse at the clinical site, the student shall contact the clinical instructor and the appropriate supervisor from the clinical site. The clinical agency is responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the nursing program.

Student Health and Safety

Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current Nursing Department Health Statement completed by a licensed actively practicing physician (MD or DO), physician's assistant (PA), or certified registered nurse practitioner (CRNP). The Health Statement is required a minimum of every 12 months. Student needs to be able to perform the "Essential Functions".
- Current TB skin test (or chest X-ray if required). TB skin test done annually.
- Immunizations for measles, mumps, and rubella (MMR) or a titer demonstrating immunity.
- Hepatitis B series. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually. A declination is not accepted due to at least one clinical facility mandating influenza vaccine.

- Tdap immunization within the last 10 years.
- Varicella immunization or a titer demonstrating immunity.
- COVID vaccination(s) as required per clinical facilities or waiver. No guarantees exist that all clinical facilities will accept a waiver. If a clinical site at any time does not accept a waiver and requires a COVID vaccination, the student will need to provide proof of vaccination or withdraw from the program.
- Yearly background and drug screening using school approved agencies.
- Current BLS for the healthcare provider by the American Heart Association is required. Student must remain current throughout the program. The student will not be allowed to continue in the program if BLS is not valid.
- All students must participate in HIPAA training during the orientation to clinical prior to performing the first clinical assignment.
- Any health condition (including pregnancy) that might incapacitate and interfere with the student's ability to perform essential functions should be reported to the clinical instructor as soon as the student is knowledgeable. A medical release signed by a physician (MD or DO), CRNP or PA may be required for return to clinic practice. An updated medical release must be received each semester.
- Student signature agreeing that neither the college nor any member of the nursing department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the nursing lab or clinical setting.
- Liability insurance is provided by the school. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance and provide proof of insurance prior to the beginning of each semester.

HIV or Hepatitis B Reporting Policy

Public law #102-141, Section 633 and "the Alabama Infected Health Care Worker Management Act" require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

ALABAMA COMMUNITY COLLEGE SYSTEM HEALTH SCIENCE PROGRAM POLICIES

ESSENTIAL FUNCTIONS

The Alabama Community College System (ACCS) endorses the Americans' with Disabilities Act (ADA). 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 (ACCS) nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

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

1) Sensory Perception

a) Visual

- i) Observe and discern subtle changes in physical conditions and the environment
- ii) Visualize different color spectrums and color changes
- iii) Read fine print in varying levels of light
- iv) Read for prolonged periods of time
- v) Read cursive writing
- vi) Read at varying distances
- vii) Read data/information displayed on monitors/equipment

b) Auditory

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

- c) Tactile
 - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
 - d) Olfactory
 - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
- a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - b) Work effectively in groups
 - c) Work effectively independently
 - d) Discern and interpret nonverbal communication
 - e) Express one's ideas and feelings clearly
 - f) Communicate with others accurately in a timely manner
 - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
- a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
 - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives Motor Function
 - e) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - f) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - g) Maintain balance from any position
 - h) Stand on both legs
 - i) Coordinate hand/eye movements
 - j) Push/pull heavy objects without injury to client, self or others
 - k) 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
 - l) Walk without a cane, walker or crutches
 - m) Function with hands free for nursing care and transporting items
 - n) Transport self and client without the use of electrical devices
 - o) Flex, abduct and rotate all joints freely
 - p) Respond rapidly to emergency situations
 - q) Maneuver in small areas
 - r) Perform daily care functions for the client
 - s) Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - t) Calibrate/use equipment
 - u) Execute movement required to provide nursing care in all health care settings

- v) Perform CPR and physical assessment
- w) Operate a computer

4) Professional Behavior

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

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

BACKGROUND CHECK POLICY

Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical

component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

Licensure Implications

Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.

Guidelines

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check requirement prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be maintained in the healthcare program's office. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in an "F" for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.
- The background checks will be conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s).
- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student will receive an "F" for the course if the student does not officially withdraw from the course(s).
- The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
- Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).
- The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported.
- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in

clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s).

LURLEEN B. WALLACE COMMUNITY COLLEGE NURSING DIVISION STUDENT DRUG SCREEN & SUBSTANCE ABUSE POLICY

In response to requirements of certain external agencies providing clinical experiences and preceptorship for LBWCC nursing students, any student who enrolls in the Lurleen B. Wallace Community College Nursing Programs and desires to participate in courses which have a clinical component (including preceptorship) is required to have an initial pre-clinical drug screening. The student must abide by the College's Drug Screen Policy and Clinical Agency policy for which the student is assigned clinical practice. Students must perform in the clinical setting in such a manner that will promote safe patient care. This drug policy provides protection of patients from potential harm to the extent reasonably possible. This includes drug screening prior to the first clinical experience, random drug screening, and reasonable suspicion screening, should the student exhibit behaviors indicative of substance abuse anytime while enrolled in the nursing program (this applies to clinical skills lab, clinical rotations, and preceptorship). Dependent upon background check and history, students may be asked to submit to a random drug screen to comply with clinical affiliate and the nursing program requirements. These random screenings are at the cost of the student. A student has the right not to comply. However, noncompliance will result in the need for the student to withdraw from the program and ineligibility to receive a letter of good standing and progression. The student will not be allowed to return. If the student fails to withdraw, the resulting grade will be a failure (F).

I. PRE-CLINICAL SCREENING

1. All students will receive notice of the drug screening guidelines prior to admission to the nursing programs.
2. The nursing programs will maintain on file a signed consent to drug screening from each student.
3. Drug screening will be scheduled and will be conducted by a designated vendor determined by the College at the cost of the student. The fee for testing is to be pre-paid by the student as part of his/her fees.
4. Any student failing to report for screening at the designated time must complete testing at a designated testing center at a randomly scheduled time to be determined by the Nursing Division Chair or designee.
5. Failure to complete drug screening as required by clinical agencies will prohibit the student from completing the clinical component of required nursing courses.
6. Failure to complete drug screening with a negative test result of the Drug Screen will prohibit the student from completing the clinical component of the required nursing courses.
7. All positive and non-negative drug screens will be confirmed and reviewed by the Medical Review Officer, with the student paying any required additional fees.
8. Results will be sent to the Nursing Division Chair at Lurleen B. Wallace Community

College.

9. Any student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Nursing Program, although acceptance to the program is not guaranteed.

II. REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the College and/or Clinical Agency while participating in clinical experiences, clinical skills lab, or preceptorship. Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene, impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea, flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance; including out of sight of the instructor/preceptor/or assigned nursing staff for 20 minutes or more without prior authorization of the instructor/preceptor/assigned nursing staff.
3. Evidence of tampering with a drug test;
4. Information that the individual has caused or contributed to an incident in the clinical agency or contributed to harm of self, visitors, faculty, staff, or patients as a result of being under the influence of drugs;
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing program;
6. Odor of alcohol;
7. A report of drug use.

If a faculty member or clinical agency staff member observes such behavior, the student will be removed from the immediate patient care area and will not be left alone. The Nursing Division Chair will receive immediate notification. The Nursing Division Chair will then determine if there is a reasonable suspicion to screen the student.

If the decision is made to screen the student, the Nursing Division Chair will make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening. The student will **not** be allowed to drive to the designated lab. A student's failure to consent to the screening or failure to obtain transportation to the testing site will result in immediate termination from the nursing program and said student will be solely responsible for his/her safety. In the event, the faculty feels the student cannot make this decision; the

faculty will notify the local law enforcement agency. The student will be solely responsible for the cost of a drug screening that is ordered because of reasonable suspicion.

III. STUDENT DRUG SCREEN PROCEDURE

1. Students must pay the drug screening fee by the end of the first week of classes.
2. Students must submit a photo ID and social security number at the time of the specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with control procedures.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will collect a monitored urine specimen.
6. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label.
7. The student will verify the information on the identification label prior to leaving the collection area.
8. The collector will forward the sealed urine specimen and a Chain of Evidence Form to the designated certified testing center/laboratory for testing.
9. Specimens will be screened for the following classes of drugs:
 - a) Amphetamine
 - b) Barbiturates
 - c) Benzodiazepines
 - d) Cocaine
 - e) Methadone
 - f) Methaqualone
 - g) Opiates
 - h) Oxycodone
 - i) Phencyclidine (PCP)
 - j) Propoxyphene
 - k) THC (Marijuana)
 - l) LFAS – The LFAS adulteration strip is used to screen for abnormal conditions in human urine samples, such as dilution or the addition of drug test interfering substances.
10. A blood or breath test will be done for suspected alcohol use at the clinical site or prior to the clinical experience.
11. Positive and non-negative screens will be confirmed by the Medical Review Officer.
12. Students will be informed of the screening results by ESS via email.

IV. GUIDELINE FOR A POSITIVE DRUG SCREEN

A student with a positive or non-negative drug screen or a pending drug screen is not permitted to participate in the clinical component of a nursing course (clinical skills lab,

clinical rotation, or preceptorship). The student will receive a zero for each clinical assignment missed because of a pending, positive, or non-negative drug screen.

Graduation from the Nursing Programs at Lurleen B. Wallace Community College does not guarantee eligibility to take the NCLEX licensure examination. A student with a history of chemical dependency must submit a full explanation of the situation, including treatment records, urine screens, doctor's statements, etc. when submitting the application to the Alabama Board of Nursing.

V. CONFIDENTIALITY

The Nursing Division Chair will receive all test results. Confidentiality of the test results will be maintained in the student's record. Test results may be shared upon request with clinical facilities, student's instructor(s) [as needed], and in cases of legal actions that require access to test results.

VI. READMISSION RELATED TO WITHDRAWAL WITH POSITIVE SCREENING

Students who have had to withdraw from the nursing program due to a positive drug screen or noncompliance with screenings will be ineligible for readmission to the Nursing Program at Lurleen B. Wallace Community College and the student is ineligible to receive a letter of progression and good standing.

VII. COMPLIANCE

Drug screening policies/programs suggested or required by the Alabama Board of Nursing, Lurleen B. Wallace Community College, and/or various institutions with which the College contracts may vary from time to time in any or all of their aspects. Students will be required to comply with the screening, which satisfies the program or requirement established by the Alabama Board of Nursing or any clinical agency with whom the college contracts for clinical experience, whether pre-clinical drug screening, random drug screenings, or reasonable suspicion screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may, nevertheless, be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the tested classes of drugs which are legally prescribed by health care practitioners does not necessarily, in and of itself, excuse the student from the effect of this policy.

If the student tests non-negative due to a prescribed drug which the student has listed on the consent form at the time of the drug screening, the Medical Review Officer will consult with the student. Information regarding the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug will

be discussed. A physician will be requested to review the level of the drug present in the student's system to determine if the level is abusive. Additionally, the student will be required to sign a release statement authorizing the prescribing physician to document the illness for which the drug was prescribed, the length of time the student will be required to take the drug, and whether the physician's professional opinion affirms that safe patient care can be given by the student while taking the prescribed medication.

Students who begin the use of a prescription drug that may alter alertness, cognition, or safety during the course of the Nursing program should disclose this information to the Nursing Program Director. A release form regarding information of the prescribed drug must be completed by the prescribing physician and student in order to continue courses which require a clinical component. Failure to comply with any of the above policies may result in dismissal from the Nursing program. It is the intent of the College to promote safe and effective patient care concerning its healthcare students, as well as, the patients and staff of any clinical affiliate.

VIII. CONSENT

Each nursing student is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the nursing student is under eighteen (18) years of age, the nursing student's parent or legal guardian must sign the drug testing consent form in addition to that of the nursing student. The Nursing Division shall maintain the original of the signed consent for drug screening and may provide a copy of the consent form to the student upon request.

STUDENT RESOURCES

Nursing students should refer to the LBWCC College Catalog and Student Handbook for student resources. Information on financial aid is located in the Financial Aid section. The student is referred to the Student Services section for counseling and career information, job placement, learning resources and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Health services are not available on campus. For healthcare needs, the student's should refer to their private or local healthcare provider or activate emergency medical services (911).

COMMITTEES AND ORGANIZATIONS

National Student Nursing Association

All nursing students may belong to the National Student Nursing Association (NSNA) if they choose. Participation in its numerous activities expands students' awareness of the many facets of nursing and enhances their service opportunities. An active association benefits students, their nursing program, and the community, but is not a requirement.

Class Representatives

Nursing class representatives are an integral part of the operation of the nursing department. These representatives act as a liaison between students and faculty. They are encouraged to bring any topic of concern to any nursing faculty or department chair at any time during the semester, in addition to faculty meetings. However, problems involving individual students should be addressed by the affected student following the chain of command as outlined by the course syllabi. Topics that would be appropriate to address by the representative may include an idea the nursing student body would like to see changed or refined within the program or a problem area the nursing student body would like addressed by the faculty (if possible). Student representatives are voted upon by their peers within the first two weeks of first semester and will serve for the remainder of the program unless there is such time as the class as a whole requests a change or the current representative withdraws or fails out of the program. At that time, a new representative shall be elected. The representative may serve up to 5 terms. Responsibilities of the nursing class representative are as follows:

- Attend scheduled faculty meetings to convey concerns of the student body. Each student representative is encouraged to attend one faculty meeting per semester as scheduled by the nursing faculty. However, the student can choose to attend all scheduled faculty meetings. The representative is expected to be present at the beginning of the meeting. Once the representative and nursing faculty have discussed the topics brought forth by the representative, he or she will be dismissed from the meeting. In the event the representative has an item or items for discussion and is unable to attend the faculty meeting, the representative may provide this information, in writing, to the course instructor or division chair.
- The class representatives will be responsible for appointing and chairing a committee for helping to clean up after pinning ceremonies at the end of the semester.

NCLEX INFORMATION

NCLEX Eligibility, Candidates Requesting Special Accommodations, NCLEX Application, and Licensure

The National Council of State Boards of Nursing (NCSBN) is responsible for the development of the National Council Licensure Examination (NCLEX-RN and NCLEX-PN). Please refer to the Nurse Practice Act Administrative Code 610-X-4-.02 Qualifications of Applicants for Licensure for the understanding of eligibility. Each member board or state jurisdiction determines the application process, testing locations, mechanics of administration, application criteria, and policies for retesting.



**Lurleen B. Wallace
Community College**

1708 N. Main St., P.O. Box 910

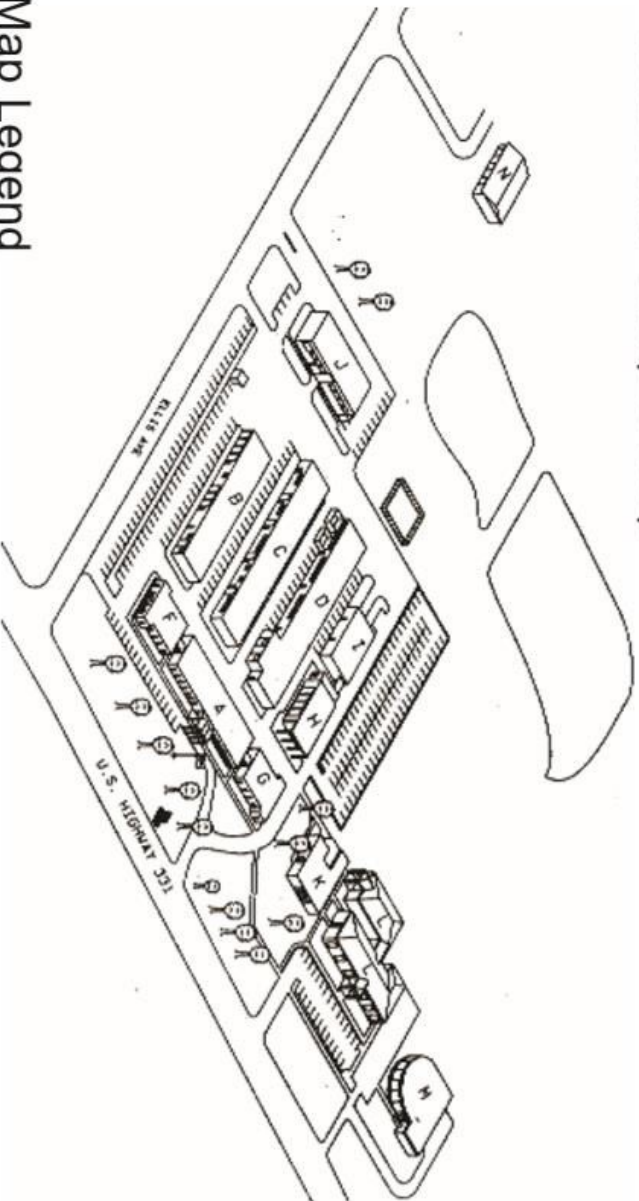
Opp, AL 36467

334.493.3573

FAX 334.493.7003

www.lbwcc.edu

MacArthur Campus Map



Technical Programs of Study

- Associate Degree Nursing (RN)
(Curriculum includes courses required for entry and exit points for LPN Mobility, Paramedic Mobility, and Practical Nursing)
- Automotive Mechanics
- Computer Science
- Consumable Arc Welding Processes
- Cosmetology
- Diagnostic Medical Sonography
- Diesel/Heavy Equipment Mechanics
- Esthetics Technology
- Industrial Electronics
- Microcomputer Application Specialist
- Nail Technology
- Office Administration
- Welding

Map Legend

- | | | | | | | | | | | | | | |
|---|--|--|--|---|---|--|---|---|---|---|---|---|--|
| <ul style="list-style-type: none"> Building A • Admissions, Financial Aid • Veterans Affairs • Office Administration • Dual Enrollment Liaison • IT Office • Student Success Coach • Diagnostic Medical Sonography | <ul style="list-style-type: none"> Building B • Automotive Technology • Cosmetology • Esthetics • Nail Technology • Industrial Electronics • Math Emporium | <ul style="list-style-type: none"> Building C • Industrial Electronics • Warehouse | <ul style="list-style-type: none"> Building D • Industrial Electronics • Welding | <ul style="list-style-type: none"> Building E • Adult Education • Auditor • GED Testing • IT Office • Your Enrichment Services (YES) | <ul style="list-style-type: none"> Building F • Adult Education • Auditor • GED Testing • IT Office | <ul style="list-style-type: none"> Building G • Computer Science • Computer Lab • General Classroom | <ul style="list-style-type: none"> Building H • Bookstore • Business Office | <ul style="list-style-type: none"> Building I • Industrial Electronics | <ul style="list-style-type: none"> Building J • Diesel Mechanics | <ul style="list-style-type: none"> Building K • Biology / Biology Lab • Computer Lab • English | <ul style="list-style-type: none"> Building L • Computer Lab • Health Science Classrooms / Labs • Conference Center • Facilities Director | <ul style="list-style-type: none"> Building M • Opp Public Library / LBW MacArthur Library | <ul style="list-style-type: none"> Building O • Maintenance |
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**Lurleen B. Wallace
Community College**

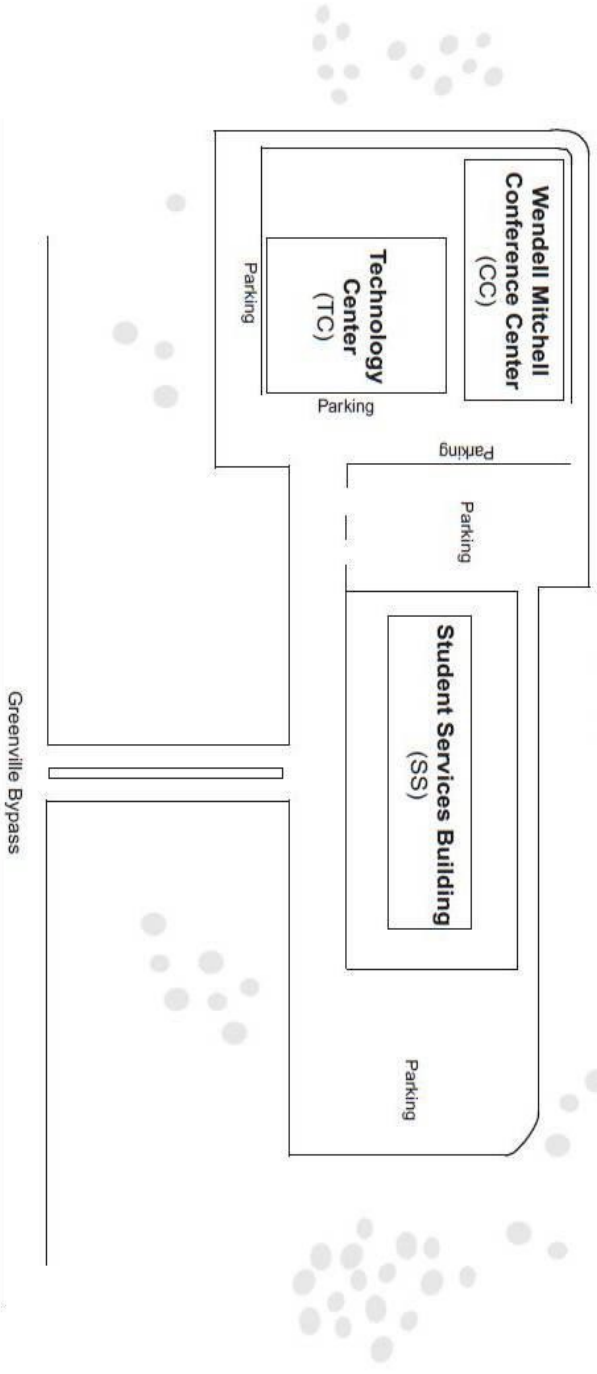
750 Greenville By-Pass
Greenville, AL 36037
334.382.2133
FAX 334.382.2215
www.lbwcc.edu

Greenville Campus Map

- Student Services Building**
- Learning Resources
 - Bookstore
 - Business Office
 - Math Lab
 - Music Classes
 - Student Support Services

- Technology Center**
- Campus Director
 - Classes, labs
 - Butler County Economic Development Office
 - Nursing

- Conference Center**
- Meeting Spaces
 - Adult Education



Weather Alert:

The Nursing Building on the MacArthur Campus is notified by the LBWCC Administration office when a weather alert has been issued. The nursing faculty and staff will then notify all students and begin appropriate measures. The Nursing Building office is also equipped with a weather alert radio. Automated weather alerts are made to phones and emails of persons who have activated the alert service.

Fire:

The Nursing Building on the MacArthur Campus is equipped with a fire alarm that sounds automatically when smoke is detected. All occupants of the building will vacate the building using emergency exits when the alarm sounds. Students will exit to the nearest building.

An Alarm System within the Technology Building on the Greenville campus is utilized to notify students of weather and fire alerts. All occupants of the building will vacate the building using emergency exits when the alarm sounds.

Disaster Plan

1. Avoid Panic – Don't alarm people by excited motions and actions. Remain calm and move with assurance.
2. Know The Disaster Code – In case of a Tornado Warning or other possible disaster, the switchboard operator will proceed with activating the alarm on the Greenville Campus or will call the Nursing Building for activation of disaster procedures on the MacArthur Campus.
3. Learn The Emergency Procedures – Memorize the locations of disaster shelter. See bulletin board in departments for procedure and plans.
4. First In The Event Of Disaster – All people are to congregate in the area designated as a disaster shelter.
5. Reassure All Visitors – Ask them to remain with the group.

Fire and Evacuation Plan

1. Avoid panic. The greatest danger in most fires is panic. Don't alarm people by excited motions and actions. Never shout "Fire". Be calm and move with assurance.
2. Know the fire code – In case of a fire, fire drill, or an emergency, the switchboard operator will give several short blasts on the siren. One long blast will clear.
3. Learn the emergency procedures. Memorize the location of fire exits and fire extinguishers. See bulletin boards in departments for procedures and plans of

evacuation.

4. If you are first in the event of fire or emergency, evacuate all people in the immediate danger area in a fast, but orderly manner. Instructors will call roll to see if all people are out and away from all buildings.
5. Turn off all oxygen, electrical, and gas equipment as soon as possible. Close all doors and windows.
6. Turn on the alarm and notify the switchboard operator of the exact location of the fire or other emergency. Make sure all doors and windows are closed.
7. Reassure all visitors. Ask visitors to remain with the group they are in.
8. After the alarm or evacuation order has been given, all personnel and students should exit the buildings by using the most secure and quickest way to safety.

Avoid Panic – The Life You Save May Be Your Own.

LBWCC Nursing Program: Affirmation and Release Form

I, _____, (print name) affirm that I:

Reviewed the Nursing Student Handbook and agree to abide by its policies and procedures. **I understand that I must have computer access.**

_____ Initials

Agree that neither the college nor any member of the nursing department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the nursing lab or clinical setting.

_____ Initials

Agree to maintain medical insurance for the duration of the program understanding that the college, nursing instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site or at the campus lab.

_____ Initials

Agree not to practice invasive procedures outside of the skills lab or clinical setting.

_____ Initials

Agree to perform clinical facility orientations as specified prior to performance of clinical experiences.

_____ Initials

Will not receive monetary or other compensation for participation in the clinical course from either the institution or healthcare facility.

_____ Initials

Will provide updated CPR, Health Statement, and immunization records prior to the beginning of the semester for which they fall due.

_____ Initials

Understand that I will be required to undergo background screening/drug testing and untoward findings may result in termination from the program. Drug testing is required a minimum of every 12 months and randomly as requested.

_____ Initials

Meet the essential functions with or without accommodations in order to fulfill the program requirements and perform in the clinical settings.

_____ Initials

Student Signature: _____ Date: _____

LBWCC Nursing Program: Consent Form

Lurleen B. Wallace Community College Nursing Program: Consent to Maintain Healthcare Records

I understand that the LBWCC Nursing Program will maintain copies of my health record required for clinical participation. This information is severely restricted to the legitimate operational use of the LBWCC Nursing Program. To protect my privacy, this information will be maintained under double locks and not disclosed to anyone without my written permission unless required by law.

The Lurleen B. Wallace Community College Nursing Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency. All healthcare records maintained by the LBWCC Nursing Program will be destroyed five years following the completion or termination from the program.

Student Signature: _____

Transfer of Records

I give permission for the nursing department to write a letter of “good standing” to other institutions as needed in the case of a transfer request. Student will make the request from Nursing Division Chair and/or instructors prior to placement of such letter.

Student Signature: _____

Criminal Charges

I will inform the Nursing Division Chair of any criminal charges incurred after admission to the nursing program. The Nursing Division Chair will check with the clinical agencies to determine student’s eligibility to continue in the program.

Student Signature: _____

Background Check and Drug Screen

I give permission for the LBWCC Nursing Department to forward the results of my background check and/or drug screen as requested of the clinical agencies used by LBWCC.

Printed Student Name: _____

Student Signature: _____

Date: _____

LURLEEN B. WALLACE COMMUNITY COLLEGE NURSING DIVISION

Consent to and Permission for Drug Screening

I have read, understand, and agree to abide by the impairment and substance abuse testing policy guidelines.

I hereby release the designated testing agency, Lurleen B. Wallace Community College, and the Division of Nursing from any claim in connection with the drug screening guidelines.

I am providing the Medical Review Officer and/or Nursing Program designee permission to contact the physician responsible for the prescribing of my current medications. Information will be requested relating to the medication's use, dosage, anticipated length of treatment, illness for which the medication is being prescribed, and whether this medication could alter my ability to give appropriate and safe care to patients in the clinical setting.

I understand that in the event any legal action is taken as a result of the drug screening guidelines, confidentiality may no longer be maintained.

Student Signature

Date

Print Name

This form will be maintained by Lurleen B. Wallace Community College's Division of Nursing and will be disclosed to appropriate clinical agencies upon their request.

**LURLEEN B. WALLACE COMMUNITY COLLEGE NURSING
DIVISION**

Physician Disclosure of Prescribed Medications

Nursing Student, _____, has provided the Medical Review Officer and/or Nursing Program designee permission to contact the prescribing physician in regards to any current medications. Information related to the medication is required to confirm the requirement of a prescribed medication and its safe use during patient care experiences.

Medication	
Illness Requiring Prescribed Medication	
Anticipated Length of Treatment	
Dosage	

I affirm that the above documented medication(s) will not alter the Nursing Student's ability to provide appropriate and safe care to patients in the clinical setting.

Physician Signature

Date

Student Signature

Date

This form will be maintained by Lurleen B. Wallace Community College's Division of Nursing and will be disclosed to appropriate clinical agencies and/or the Medical Review Officer upon their request.

Nursing Division Clinical Policies

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

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

10. All nursing students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ LBWCC policy, he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other nursing program.
11. All nursing students must have submitted the initial background and yearly background check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the Nursing Division Chair.
12. All nursing students must be BLS certified at the Health Provider level and must maintain such certification while enrolled in the program. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
13. All nursing students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
14. All students are required to have a photo identification (ID) badge to utilize clinical agencies. Photo IDs will be scheduled by the faculty during the first program course. The student may be responsible for the cost of the photo ID and any replacement. Students may be dismissed for the day from the clinical experience if the student does not have the ID badge in full sight while in the clinical agency.
15. Wearing the LBWCC program uniform or badge is prohibited except for assigned clinical experiences in assigned clinical agencies. Breaches such as wearing the uniform for employment or any nefarious, illegal or unethical purpose will not be condoned.
16. Students are assigned to clinical agencies by the program director, clinical coordinator, or designee. Students are not permitted to make individual contact with agencies for clinical arrangements unless expressly directed to do so by the program director, et. al.
17. In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury or surgery the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery. Failure to do so may result in withdrawal from the clinical area.
18. The Nursing Division Chair reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate.
19. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student.
20. No alcoholic beverages or drugs which may cause cognitive impairment will be consumed during clinical rotations or up to 12 hours prior to rotations. Any evidence of alcohol or drug use while on rotations or evidence of impairment due to drugs/alcohol prior to starting the clinical assignment will result in sending the student for a drug test for cause and if positive, immediate suspension from the rotation site and dismissal from the Nursing Program. The impaired student will only be allowed to leave with a designated driver.

21. The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, instructor, or preceptor during rotations.
22. The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately retire from the conflict and notify the Clinical Coordinator or Clinical instructor as soon as possible or no later than at the completion of the shift.
23. Students will practice universal precautions during all patient care and handling of patient care equipment regardless of the situation.

I hereby acknowledge that I have read and am in agreement with the above information:

Student Signature _____ Date _____

Printed Student Name _____