

BISHOP STATE COMMUNITY COLLEGE
NURSING STUDENT HANDBOOK
2023 - 2024
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NURSING STUDENT HANDBOOK

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Link to Bishop State Student Handbook:
http://catalog.bishop.edu/content.php?catoid=14&navoid=776

Link to NCLEX-PN Test Plan: https://www.ncsbn.org/publications/2023-nclex-pn-test-plan

Link to NCLEX-RN Test Plan**:** https://www.ncsbn.org/publications/2023-nclex-rn-test-plan

INTRODUCTION

Congratulations and welcome to the Nursing Program at Bishop State Community College! You have been selected and granted the opportunity to prepare for a professional career as a nurse, and we know that you are excited. We are pleased that you have chosen us to help facilitate your journey towards becoming a nurse.

Nursing school is notoriously demanding and requires a sacrifice of time and devotion. Nursing at Bishop State is a rigorous and immersive program of study leading to a rewarding profession. During your time here, you will be challenged academically and trained to be socialized into the profession in order to prepare you to achieve your goal of being a valuable member of a wonderful profession. The nursing faculty greets you with a warm welcome and best regards.

This handbook has been designed to answer many questions you may have as you progress. Please read it thoroughly and carefully and refer to it frequently during your nursing education. The faculty, staff, and administrators are also ready to assist you in any way that we can in order to help you be successful.

The Nursing Student Handbook is to be used in conjunction with the Bishop State College Catalog and Student Handbook. The purpose of this handbook is to provide the student with essential guidelines needed to participate responsibly in both the nursing program and at the college. Once a student is accepted into the nursing program, this handbook serves as the source of information regarding the policies and procedures of the nursing program. Detailed course requirements are listed in the course syllabi. It is critical that students carefully read the Nursing Student Handbook and understand the policies that it contains.

Policies contained in the Nursing Student Handbook take precedence over policies in other college publications. For example, the grading policy in the Nursing Program is different from the College grading policy.

"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do." Pele'

Faculty and Staff

DISCLAIMER

Students within the nursing program have the same rights, privileges and responsibilities afforded other college students. Students should be aware that the contents of this handbook represent the most current information at the time of publication and should not to be regarded as an irrevocable contract between the student and the nursing department. This handbook should be used in conjunction with the college handbook and catalog.

The nursing faculty reserves the right to make changes or adaptations, without prior notice, in the curriculum, academic or other requirements, course offerings and content, programs, procedures, policies, rules, and regulations with respect to the information contained herein. If changes occur, students will be made aware of these changes and assistance will be provided in proceeding through the required nursing courses as scheduled. Any changes in the curriculum or program procedures will be applicable if a student's progress is interrupted for any reason.

NONDISCRIMINATION POLICIES

It is the official policy of the Alabama Community College System and Bishop State Community College that no person in Alabama shall, on the grounds of race, color, qualified disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College complies with nondiscriminatory regulations under Section 504, Title II, Title VI, Title VII, and Title IX and ADA. Refer to the Bishop State Student Handbook.

ACCREDITATION AND APPROVAL

Bishop State Community College is accredited by the following organization to award degrees and certificates at the Community College level:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501
https://sacscoc.org/

Bishop State Community College's Associate Degree and Practical Nursing Programs are accredited by:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road, NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Bishop State Community College's Associate Degree and Practical Nursing Programs are approved by:

The Alabama Board of Nursing (ABN)
RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, AL 36104
(800) 656-5318
www.abn.alabama.gov

ALABAMA COMMUNITY COLLEGE SYSTEM MISSION AND PHILOSOPHY

Mission - The mission of the nursing programs of the Alabama Community College System (ACCS) 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 promotes 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 errors, 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 the 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)

ALABAMA COMMUNITY COLLEGE SYSTEM CONCEPTUAL FRAMEWORK

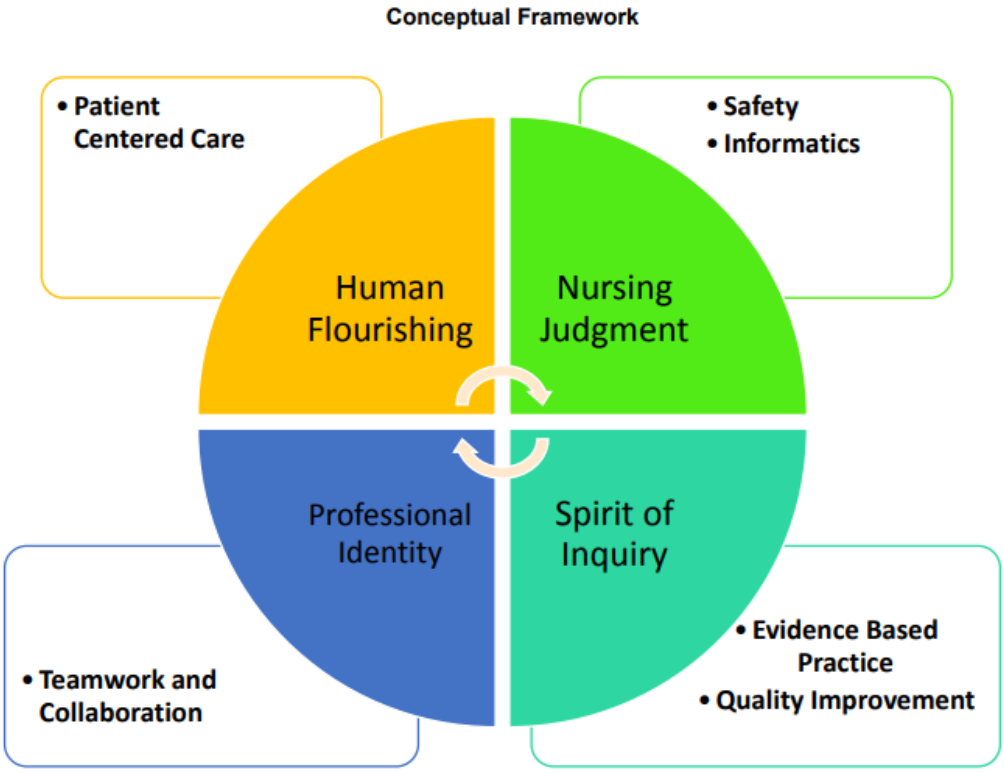


Image retrieved from: https://www.bishop.edu/assets/uploads/pages/2018-ACCS-Nursing-Program-Guide-May-19_20181.pdf

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 (Hunt, 2012).

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 (Keating et al., 2021). 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 setting.

Hunt, D. (2012). Qsen competencies. *Nursing Made Incredibly Easy!*, *10*(5), 1–3.

Keating, S., Berland, A., Capone, K., & Chickering, M. (2021). Global Nursing Education: International resources meet the NLN core competencies for nurse educators. *OJIN: The Online Journal of Issues in Nursing*, *26*(1).

ALABAMA COMMUNITY COLLEGE SYSTEM NURSING PROGRAM OUTCOMES

1. Performance on Licensure Exam
   The most recent annual licensure examination pass rate will be at least 80% for all first- time test-takers during the same 12-month period.

2. Program Completion
   Each program will determine program completion rate based on the program demographics. Program completion is defined as the percentage of students admitted who graduate in no more than 100% of the time of the stated program length beginning with the first required nursing course as delineated below:

   AAS in Nursing- seven semesters. AAS in Mobility LPN/Paramedic with NUR 209 - four semesters. AAS in Mobility LPN/Paramedic without NUR 209 - three semesters. PN Certificate - four semesters

3. Job Placement
   Each program will determine the job placement rate based on the program's demographics. Job Placement is defined as the Percentage of graduates employed in a position for which a nursing program prepared them.

4. Graduate and Employer Surveys
   Graduate and employer surveys are not mandated. Programs may continue to use the surveys as additional tools for assessing and evaluating program outcomes.

END OF PROGRAM OUTCOMES – PRACTICAL NURSE (PN)

ACCS CONCEPT BASED CURRICULUM END-OF-PROGRAM STUDENT LEARNING OUTCOMES/GRADUATE COMPETENCIES

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 for 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, 2014).

QUALITY IMPROVEMENT

Function competently within ones' individual 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).

END OF PROGRAM OUTCOMES – ASSOCIATE DEGREE NURSING (ADN)

ACCS CONCEPT BASED CURRICULUM END-OF-PROGRAM STUDENT LEARNING OUTCOMES/GRADUATE COMPETENCIES

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 and coordinated care 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).

ASSOCIATE DEGREE NURSING (ADN) PROGRAM CURRICULUM

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamentals Concepts of Nursing	4	2	1	7	13
MTH 100 Intermediate Algebra (if not already completed)	3	0	0	3	3
BIO 201 - A&P I (if not already completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not already completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not already completed)	3	0	0	3	3
BIO 202 A&P II (if not already completed)	3	4	0	4	5
Total	13	1	3	8	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 106 or 107 Speech (if not already completed)	3	0	0	3	3
Students may be eligible to take the NCLEX-PN Examination after successful completion of the third semester. Total	9	0	4	13	21

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	**44**	**7**	**15**	**66**	**106**

Academic & Nursing Theory Contact Hours	660
Academic & Nursing Lab Contact Hours	255
Nursing Clinical Contact Hours	675
Total Program Contact Hours	**1590**

Students are eligible to take the LPN licensure exam (NCLEX-PN) after successful completion of the third semester.

A course grade of "C" or higher is required for all nursing and academic core courses.

PRACTICAL NURSING (PN) PROGRAM CURRICULUM

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamental Concepts of Nursing	4	2	1	7	13
MTH 100 Intermediate Algebra (if not already completed)	3	0	0	3	3
BIO 201 - A&P I (if not already completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not already completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not already completed)	3	0	0	3	3
BIO 202 A&P II (if not already completed)	3	4	0	4	5
Total	13	5	3	8	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 106 or 107 Speech (if not already completed)	3	0	0	3	3
Students may be eligible to take the NCLEX-PN Examination after successful completion of the third semester. Total	9	0	4	13	21
Program Total	**32**	**8**	**8**	**45**	**69**

Practical Nursing Credit Hours:

Nursing	25
Academic	20
Total	45

Practical Nursing Contact Hours:

Nursing Theory	210
Academic Theory	270
Nursing Lab	135
Academic Lab	60
Nursing Clinical	36
Total Contact Hours for Practical Nursing	1035

The program will admit cohort(s) each fall and spring. Students will complete and exit the program after 3 semesters, apply to take the LPN licensure exam (NCLEX-PN). Students may then apply to the Career Mobility Nursing program.

A course grade of "C" or higher is required for all nursing and academic core courses.

CAREER MOBILITY (ADN) TRACK I PROGRAM CURRICULUM

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209 Concepts for Healthcare Transition	6	1	13	10	18
Total	6	1	3	10	18

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	18	3	10	31	55

Mobility students are additionally required to provide proof of unencumbered Alabama or multi-state licensure (i.e., LPN, Paramedic). No work history is required. No associate degree is required for paramedics. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher-level math, BIO 201 & 202, SPH 106 or 107, and PSY 210. **Career Mobility Track I is only offered in the fall semester.**

A course grade of "C" or higher is required for all nursing and academic core courses.

CAREER MOBILITY (ADN) TRACK 2 PROGRAM CURRICULUM

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	12	2	7	21	37

Licensed Practical Nurses who apply for admission to the Career Mobility Track, must be admitted and begin classes within one year of graduation from an Alabama Community College Practical Nursing Program offering the new standardized curriculum (NUR 112, NUR 113, NUR 114, and NUR 115). Once admitted, students would enter the program into NUR 211. Mobility students are additionally required to provide proof of unencumbered Alabama or multi-state licensure. No work history is required. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher-level math, BIO 201 & 202, SPH 106 or 107, and PSY 210. **Career Mobility Track II is offered in the fall and spring semesters.**

A course grade of "C" or higher is required for all nursing and academic core courses.

ALABAMA COMMUNITY COLLEGE SYSTEM NURSING PROGRAM ESSENTIAL FUNCTIONS

The Alabama Community College System endorses the Americans with Disabilities Act (ADA). In accordance with college policy, when requested, reasonable accommodation 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 eligibility criteria with or without reasonable accommodation throughout the program of learning.

Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential eligibility criteria delineated for the nursing program with or without reasonable accommodation. The nursing program and /or its affiliated clinical agencies may identify additional essential eligibility criteria. The nursing programs reserve the right to amend the essential eligibility criteria 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 eligibility criteria with or without reasonable accommodation. The essential eligibility criteria delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodation made will be determined and applied to the respective nursing program and may vary from reasonable accommodation made by healthcare employers.

The essential eligibility criteria 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:

Sensory Perception

Visual

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

Auditory

- Interpret monitoring devices
- Distinguish muffled sounds heard through a stethoscope
- Hear and discriminate high and low frequency sounds produced by the body and the environment

- Effectively hear to communicate with others

Tactile

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

Olfactory

- Detect body odors and odors in the environment

Communication/ Interpersonal Relationships

- Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer
- Maintain professionalism in all forms of communication

Cognitive/Critical Thinking

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

Motor Function

- Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- Move, position, turn, transfer, assist with lifting or lift 25-50 pounds, and carry clients without injury to clients, self, or others
- Maintain balance from any position
- Stand or walk on both legs for 12 hours at a time
- Coordinate hand /eye movements
- Push or pull heavy objects, up to 50-100 pounds, without injury to client, self, or others
- Stand, bend, walk, and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
- Walk without a cane, walker, or crutches
- Function with hands free for nursing care and transporting items
- Transport self and client without the use of electrical devices
- Flex, abduct, and rotate all joints freely
- Respond rapidly to emergency situations
- Maneuver in small areas
- Perform daily care functions for the client

- Coordinate fine and gross motor hand movements to provide safe effective nursing care
- Calibrate/use equipment
- Execute movement required to provide nursing care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

Professional Behavior

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

Upon admission, an individual who discloses a disability can request reasonable accommodation. Individuals will be asked to provide documentation regarding the disability to assist with the provision of appropriate reasonable accommodation. Bishop State will provide reasonable accommodation but is not required to substantially alter the requirements or nature of the program or provide accommodation that inflict an undue burden on the respective college. To be admitted one must be able to fulfil all the essential eligibility criteria with or without reasonable accommodation. If an individual's health status should change while matriculating through the program such that the essential eligibility criteria cannot be met with or without reasonable accommodation, 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 to assist with the evaluation of the student's ability to perform the essential eligibility criteria. Requests for reasonable accommodation should be submitted directed to the college's ADA coordinator.

Procedures for Obtaining Accommodations:
Only the ADA coordinator can determine reasonable accommodation. The student should refer to the ADA section of the Bishop State Community College Catalog and Student Handbook in addition to following the requirements below.

- Provide documented evidence of physical clearance by a licensed primary care provider as requested on the Nursing Program History and Physical form
- Complete all referrals as indicated by the primary care provider on the History and Physical
- Submit to the Nursing Program any additional reports obtained from referrals
- Submit to the Nursing Program and the immediate instructor any instructions for emergent treatment and contact information for significant others

POLICIES AND PROCEDURES

For information on the College's general academic policies, please refer to the Bishop State Catalog/Student Handbook. **Nursing is classified as a special program. Policies that differ in the Nursing Student Handbook take precedence over college policies.**

SOCIALIZATION TO THE PROFESSION

Professional socialization is defined as a process through which a person becomes a legitimate member of a professional society (Sadeghi Avval Shahr et al., 2019). Professional socialization into nursing begins in nursing school. Bishop State Community College nursing students are expected to meet program, college, and professional standards at all times. Students are to fully participate in program experiences designed to develop knowledge, skills, abilities, and values in the community of practice.

For successful socialization, there must be an awareness by the student that Bishop State Nursing Program is not a collection of classes accumulated to form a degree, but a lived integrated experience of refection, adaptation, genuine effort, and accountability resulting in the transformation of identity from student to graduate nurse. Socialization to the profession is evaluated on a continuous basis throughout the program and must be successfully navigated to warrant good standing status. As such, class attendance, timelessness, respectfulness, and compliance with set standards are indicators of socialization into the profession and essential to the success of the student.

Sadeghi Avval Shahr, H., Yazdani, S., & Afshar, L. (2019a). Professional socialization: An analytical definition. *Journal of Medical Ethics and History of Medicine*. https://doi.org/10.18502/jmehm.v12i17.2016

ATTENDANCE POLICIES

Only students enrolled in a nursing program are allowed to attend nursing classes. **Class attendance is mandatory**. Students who miss more than the equivalent of the credit hours for a class per semester may be subject to dismissal from the nursing program. A record of attendance will begin on the first day of class and is maintained in Canvas. Approval is required for an exception to be made for student participation in institution-sponsored activity. Absences from nursing courses or mandatory program events will be reflected in the student's professional socialization evaluation.

Funeral/Bereavement Absence

While the nursing program is bound by certain regulatory requirements that govern time/attendance, the faculty and administration understand that there will inevitably be instances where students may be faced with personal loss of a loved one. In an effort to support students, the faculty have set forth the following procedure and guidelines to assist students in navigating through such hardship. The following information should be used to guide bereaved students in a manner that facilitates a path forward that better allows the student to meet both personal and program responsibilities:

Communication:

Understanding that everyone grieves differently, the nursing program requests formal notification of the bereaved situation. "Funeral/Bereavement Absence" notification should be communicated in writing via email to the lead Course Instructor and the Director of Nursing. Substantiation of the reason for Funeral/Bereavement absence may be required.

Length of Absence:

Faculty will work with the student to coordinate a plan to complete missed content, assignments, and/or exams for approved Funeral/Bereavement Absence.

Eligible Family Members:

- Father, Mother
- Sister, Brother
- Spouse
- Child, including child of a same-sex domestic partner or civil union partner (if unborn, gestational age must be 20 or more weeks); Individual in a biological, adopted, foster, legal ward, step **or *in-loco-parentis*** relationship

- Grandparent, Grandchild, including grandchild of a same-sex domestic partner or civil union partner
- In-law (grandmother-, grandfather-, mother-, father-, brother-, sister-, son-, and daughter-in-law), including a relative of a same-sex domestic partner or civil union partner (grandmother, grandfather, mother, father, brother, sister, son, and daughter)

Special consideration shall be considered on an individual case by case basis when Funeral/Bereavement absence is requested for a relative other than the above who is not a member of the student's household:

- Domestic Partner, Civil Union Partner, aunt, uncle, niece, nephew (Such relationships/relatives are regarded as members of the immediate family only if residing in the student's household.)

CLASSROOM POLICIES

The classroom environment is important to the learning process. Instructors are responsible for creating and maintaining an environment that is conducive to learning. Excessive noise and activities are distracting to the instructor and students. Student interactions with discussions and questions are encouraged when appropriate and should be civil. Private conversations, eating, sleeping, and reading unrelated material during class is not reflective of socializing to the profession of nursing and reason for dismissal from the class at the instructor's discretion.

Students dismissed from a class must meet with the director of nursing before returning to class. Incivility, disruptive behavior and continued unsanctioned behaviors are grounds for dismissal from the program. All disciplinary actions reflect the student's ability to socialize to the profession. Students will still be responsible for preparing all assignments for the next class, for completing work missed, and for obtaining the material or audiovisuals for that class.

ACCESS TO INSTRUCTORS

Instructors are available to meet with students during their assigned office hours which are posted outside of the faculty's office, in the course syllabi, and in Canvas. In the event a meeting cannot occur during office hours, then a meeting should be scheduled at a time that is convenient for both parties. Both parties should plan to make the scheduled meeting; if not, the person unable to attend the meeting should contact the other party and reschedule.

If electronic communication is utilized, instructors will only be able to communicate with students using the students' official school email address or Canvas due to the Family Educational Rights and Privacy Act (FERPA).

CANVAS LEARNING MANAGEMENT SYSTEM (LMS)

The LMS used at Bishop State is Canvas, which is considered an extension of the classroom. Devices compatible with Canvas include a PC or a MacBook laptop; Chrome Notebooks are not compatible. Students should have access to a webcam, microphone, and high-speed internet for utilization in the nursing program. Students are to log on to Canvas daily for course information regarding assignments and announcements. Canvas is to be used for course purposes only.

There will be zero tolerance for any lewd, profane, harassing, or political communications toward peers or faculty. Access to this communication tool will be denied to anyone that fails to comply with this policy.

Students should not reveal their log-in information to anyone. Doing so may breach test security resulting and compromise the security and integrity of the contents in Canvas. The student will receive a grade of zero for exposing the content and may result in being expulsed from the nursing program.

REQUIRED DOCUMENTATION & STUDENT RECORD MAINTENANCE

All applicable fees must be paid in full prior to the scheduled deadline each semester; otherwise, students will not be allowed to attend class. All students are required to pay testing fees as required, yearly liability insurance, drug testing, and criminal background checks along with tuition, books, and supplies.

Students are required to submit copies of all original documentation and credentials by the first day of class. Documents should be completed and signed by the appropriate healthcare professional and/or the office stamp should be on the health form. The following completed documents should be uploaded in Exxat (the Clinical Document Management System used by Bishop State Nursing): The required immunizations, current CPR card, drug test results, background screening results, Physical Exam and Essential Functions Checklist, proof of medical insurance, a valid form of picture identification, and proof of liability insurance. Proof of paid liability insurance can be seen on the paid tuition receipt or obtained from OneACCS. This fee is paid once every 12 months and is added to NUR112, NUR209 or NUR211. A declination letter can be used for COVID-19 and flu vaccination. Failure to submit the information by the first day of class will result in an inability to move forward in the program. Students will not be allowed to retrieve or make copies of these documents once they have been filed. Students are responsible for verifying complete and up to date records with the nursing department and the Office of Admissions.

ACADEMIC HONESTY POLICY

Bishop State Community College enthusiastically promotes academic integrity and professional ethics among all members of the Bishop State academic community. Students who fail to act with integrity while performing their academic work will be charged with a violation of the academic honesty policy with penalties ranging from reprimand to suspension from the college.

Because of the nature of the nursing profession, dishonesty or unprofessional conduct could affect the health or safety of clients. All students should act with integrity with their work in the classroom, testing center, lab, and clinical setting.

Students who witness dishonest behavior of a peer, or other healthcare employees, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the college. Please see the Bishop State 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

• Collaborating with another student or any person(s) during an exam

• Using 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

• Bribing to obtain exam information

• Sharing or receiving information about an exam from another section or class group

• Breaching test security

• Recording, note-taking, or photographing of a test review replicating the test by memory

• Plagiarizing

• Failing to report any of the above behaviors or other dishonest behaviors when witnessed

Test Security/Integrity of Test Bank: If an instructor identifies a breach in test security, the student will be given a grade of zero (0) on all related work including exams. Excessive or suspicious electronic activity captured on the test activity log is considered a breach in test security. Breaches in test security are referred to the Director of Nursing and upper reporting structures for disciplinary action.

ASSIGNMENTS

All written assignments are expected to have correct spelling and grammar and be legibly written. Plagiarizing, the appropriation of any person's work and/or the unacknowledged incorporation of that work in one's own work offered for credit, will not be accepted. This includes purchased work, borrowed work, or the use of artificial intelligence. Written work must be the student's own work unless proper credit is given to the original author. A grade of incomplete (I) will be assigned to the course until the pertinent submission has been presented.

AUDIO/ VIDEO TAPING/PHOTOGRAPHY GUIDELINES

All persons desiring to make audio/video or use cameras in class for any purpose must first obtain written and/or verbal permission of the individual(s) being taped or photographed. This includes the classroom and laboratory. No recording of any type (audio, visual, written, etc.) is allowed during exam reviews.

ELECTRONIC DEVICES POLICY

Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads, "smart" watches), and their attending noise are distracting to both faculty and students in classrooms, labs, and testing centers.

In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, or the instructor is aware of preapproval by a program official.

The classroom, lab, and testing areas are inappropriate sites for telephone conversations. Telephone conversations should be conducted during breaks in building lobbies or outdoors. The abuse of electronic devices by students is a violation of the student code of conduct and subject action.

COPIER USAGE

The office copier is not for student use. Students may have prudent use of copiers available to them. Copyrighted material is protected and should not be reproduced without the written authorization of the copyright holder. Wasting or abusive use of the copier is a violation of the student code of conduct and subject to action.

MINORS ON CAMPUS

No employee, student, or visitor should bring minors not enrolled as Bishop State students to class/lab or leave minors unattended at the College. Unattended minors on campus may be referred to the Campus Police or the Department of Human Resources for assistance.

ACCOMMODATIONS FOR AMERICANS WITH DISABILITIES

Early registration with the ADA Accommodations Coordinator is available by appointment and is strongly recommended for students with disabilities. Adherence to the official procedures ensures the best possible service the institution can provide. For complete policy information, see the ADA Section of the current college catalog.

SCHOOL CLOSING

Natural disasters, severe weather, unfavorable road conditions, or other emergencies may occur initiating closure of the College. This would include any off-campus activity such as clinicals. It would be prudent for students to contact the clinical and course instructor as well as obtain information regarding closings from local news outlets and radio stations. Students may also check the College website or Canvas for announcements.

SOCIAL MEDIA POLICY

The use of social media could violate privacy and confidentiality. Social media could include but not be limited to blogs, texting, YouTube, Facebook, Twitter, Instagram, TikTok, etc. Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. 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. TikTok is prohibited by ACCS.

Students are not to make negative, disparaging, or unprofessional remarks about fellow students, College employees, clients, visitors, clinical sites, or other health care professionals through social media. As a rule, any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions. The same holds true for "live" unprofessional remarks.

TESTING AND GRADING POLICIES

Nursing students must achieve a minimum overall score of 75 percent of the overall class points. Additionally, students are required to successfully complete the lab and/or clinical portion of the course by achieving an overall grade of "pass".

There will be no rounding on individual assignments, quiz, or test grades. Rounding is done when assigning the final course grade. *For example, if 450 points out of 600 points is needed to be successful in the course, and a student has achieved 449.95 points, then their total score will be rounded to 450 points*. It is important to note that rounding will only take place at the end of the term when computing the course average. **The course average, which is recorded in points, will be used to determine the final course grade.**

Grade by Percentage

A = 100% to 89.5%
B = < 89.5% to 80%
C = < 80% to 74.5%
D = < 74.5% to 60%
F = < 60%

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 will 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' will fail the course.

TEST DAY PROCEDURES

Exams may be administered outside of classroom time. The exam environment must be kept quiet at all times. No one will be allowed to leave the testing center once testing has begun. If a student leaves the testing room they will not be allowed to return until all students have completed the exam. Students are asked not to allow doors to slam or to congregate in hallways outside of testing rooms due to noise levels. Students are permitted individual study time in the student commons or to recess outside the building until the testing period is over. Only a basic four function calculator, pencils or pens, and a sheet of paper (provided by the instructor), are allowed during testing. No smart device of any type (i.e., watches, phones, tablets, etc.) is allowed during testing. Purses/handbags, backpacks, book bags, books, drinks, food, cell phones, and/or other electronic devices are not allowed inside of the testing center. No hats or sunglasses may be worn during testing. Hair must be worn above the ears and outer wear must be removed. If assistance is required during the test, the student should raise their hand to signal the need for assistance from the instructor. Tests are timed and the amount of time allowed will be at

the discretion of the instructor. No time accommodation will be made for students arriving late for exams and/or quizzes. Additionally, students arriving more than fifteen minutes late for an exam will not be allowed to sit for the exam and will be given a grade of zero until a make-up exam is completed. Students should not expect exam results for at least 48 hours after exam completion. Exam scores that are automatically posted upon completion of an electronic exam should not be considered final until the instructor(s) have reviewed the exam results. Instructors will post exam scores as soon as possible.

COURSE EXAMS

Course or module exams are given throughout each course. Course exams may be scheduled outside of class time. These exams measure the students' knowledge or previously reviewed and/or assignment content in theory, lab, clinical or simulation. Students whose results fall below the expected level is advised to submit a plan of improvement to their course instructor and report their status to their academic advisor. Policies for weighting course exams are specified in each course syllabus

EXAM REVIEWS

Students will be given an opportunity to review unit/module exams as announced and conducted by the instructor. Attendance is encouraged; if the student chooses not to review the exam at that time, he/she forfeits the same opportunity to do so after the next unit/module exam. Any exceptions to the review procedure may be considered on an individual basis and at the discretion of the course instructor. There will be no note taking or recording of any form during the review. Cell phones and other smart devices, paper, pens, or pencils are not permitted during the review. There will be no overall review of exams at the end of the semester before the course's final exam, nor will there be a review of the final exam.

DOSAGE CALCULATION EXAMS

A dosage calculation for progression exam is administered at the end of each NUR course. A minimum score of 90% is required for progression to the next course. The student will have two attempts at passing the dosage calculation for progression exam. In the event of failure, dosage calculation remediation is required prior to the second attempt. Failure to pass the dosage calculation exam on the second attempt results in no progression to the next course. The student must "sit out" until the course is offered again. In addition, the student cannot "sit out" for more than one year, and the student must pass the dosage calculation exam before reentry to the nursing program. Students entering into NUR 209 must pass the dosage calculation for progression exam before being admitted to the course.

REMEDIATION POLICY

Bishop State Nursing Department has implemented the following remediation policy for students that are in danger of non-progression. Remediation is mandatory for dosage calculation, laboratory skills, and unit exams. Students in need of remediation will work closely with their course instructor for a plan. Students experiencing difficulty with dosage calculation will be referred to dosage calculation remediation specialist. Those experiencing difficulty with clinical skills will be referred to open lab. Students having difficulty with nursing concepts, as evidenced by a score of less than 75 on unit exams, are required to meet with their course instructor to develop a personalized remediation plan with activities and a timeline for completion. All remediation work must be submitted at least 48 hours prior to the next scheduled unit exam. Failure to submit completed remediation assignments within the specified time frame will forfeit the opportunity to take the next exam and a grade of 0 will be recorded in the gradebook. Please note that the mandatory remediation policy does not apply to last unit exam prior to the final exam nor the final exam.

ACHIEVEMENT EXAMS

Achievement exams including comprehensive testing and predictors are given each semester. The exams include, but are not limited to, Assessment Technologies Institute (ATI) and/or Health Education Systems Incorporated (HESI). These exams measure the students' preparedness regarding specific areas of nursing. Fees for these exams are included with course registration. Policies for weighing achievement exams are specified in the syllabus for the course where the exam is administered. Final comprehensive achievement exams for the PN students are given in the third semester and included in the grade NUR115 and for the ADN students are given in the fifth semester and included in the grade for NUR221. Students must make a score that reflects a moderate to high probability of passing the National Council Licensure Exam (NCLEX).

MAKE-UP EXAMS/MISSED EXAMS

A student is only allowed to take one make-up exam per course per semester. If more than one exam is missed, a grade of '0' will be given for the second missed exam. All make-up exams will be administered within a week of the last withdrawal date. Exams are given outside of the usual course meeting time. Students who miss the assigned make-up date will receive a '0' for that exam. Make-up exams are subject to be different from the original exam and may have a 10% total decrease in the grade.

MID-TERM PROGRESS

The student is responsible for assessing their progress at mid-term and reviewing their plan of study. A mid-term progress report is given to each student as notification of their academic progress in each nursing course. If absent on that day, it is the student's responsibility to obtain the report.

FINAL EXAM SCHEDULE

Nursing is a special program, 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. Additional time may be allowed for completing the final exam.

INCOMPLETES

An incomplete grade, or 'I', in nursing courses will be given if all required work has not been submitted by the date of the final exam. It is at the discretion of the instructor and Director of Nursing whether an incomplete will be allowed for an extenuating circumstance (i.e., hospitalization or surgery, death of an immediate family member, short term US military service, etc…). Incomplete's must be replaced with a grade of 'C' or higher before the student is allowed to progress to the next semester. Incompletes are not extended to students who are failing. A grade of Incomplete (I) must be cleared prior to the end of the succeeding semester. Failure to remove the grade of I within the specified period will result in the student being assigned an "F". Please see "Grading Information" in the Bishop State student handbook for additional information.

PROGRESSION POLICIES

All progression requires the student to be in good standing with the program.

Progression:

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

- Achieve a grade of 'C' or better in all required general education and nursing courses.
- Achieve a grade of "C=75%" or better in nursing course(s) for the block. Blocked terms may not be split.
- Be accepted by clinical agencies for clinical experiences.
- Maintain ability to meet essential eligibility criteria including professional socialization for nursing with or without reasonable accommodation.
- 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 once. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
- A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
- If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
- ADN students with a second unsuccessful attempt in NUR 211 or 221 may apply for the Career Mobility Track I. These students must meet all admission requirements for Career Mobility Track I., including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.
- Students with two non-progressions in the mobility program must reapply and be accepted to start over in NUR 209, even if the student started in NUR 211. Students may elect to apply to the ADN program from the beginning as well.

PROCESS FOR REINSTATEMENT

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

- Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
- Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Letter of Intent by published deadlines.
- Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
- Update immunizations, CPR, drug testing, and background screening according to program policy.

- Demonstrate competency in previous course(s) as required by the College's nursing program
- Update clinical requirements by published deadlines.

PROCESS FOR RENEWAL OF STANDING STATUS IN THE NURSING PROGRAM (GOOD STANDING)

- Schedule an appointment with a nursing advisor/faculty to discuss current status and garner support, if sponsored…
- Submit a statement (include Situation and Background), corrective active plan, and three professional letters of reference to nursing program, if cleared…
- Interview with ad hoc committee, if cleared…
- Meet with Director of Nursing

TRANSFER POLICY

The transfer policy applies to students desiring to transfer between ACCS institutions. The Bishop State Community College nursing program follows the same criteria for requests outside of ACCS institutions.

Criteria for transfer are as follows:

- Must meet minimum admission standards for the nursing program.
- 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.
- Must provide a letter of eligibility for progression from the Dean/Director of previous nursing program.
- Must comply with all program policy requirements at accepting institution.
- Must complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
- Must meet acceptability criteria for placement at clinical agencies for clinical experience.
- The last nursing course in which a student was enrolled cannot be more than 12 months old.
- Acceptance of transferring students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- Student selection for transfer is based on GPA in nursing program required courses.

PROGRAM COMPLETION

Upon completion of NUR 112, NUR 113, NUR 114, and NUR 115 and required academic courses, students will be awarded the Practical Nursing certificate. Associate Degree Nursing students who have completed required academic courses and continue in the ADN program through completion of NUR 211 and NUR 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression and graduation requirements. Graduates of the Practical Nursing Program may apply for the Mobility (LPN to ADN-RN) program to complete the Associate in Science Degree in nursing after obtaining an LPN. Students accepted into the Practical Nursing Program are not allowed to transfer into the traditional ADN (RN) track when the third semester of the PN curriculum is complete.

PN PROGRESSION

Students completing NUR 112, NUR 113, NUR 114, and NUR 115 at an institution that only offers the PN program and who wish to transfer to Bishop State nursing to complete the ADN degree must meet the requirement for 25% course completion at college of graduation. Students who cannot meet the 25% course requirement must apply for the Mobility Program and take any course from the nursing program curriculum to meet the 25% course requirement.

TERMINATION

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

- Unsatisfactory scholastic achievement in theory, lab, or clinical practice
- Failure to complete laboratory/clinical requirements
- Unsafe nursing practice
- Being under the influence of drugs or alcohol
- Obstruction or disruption of the Nursing Program
- Breach of confidentiality
- Inability to perform essential eligibility criteria
- Any act of academic dishonesty or breach of exam integrity
- Unsatisfactory Socialization into the Profession

WITHDRAWAL

Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from a class, students must login to their OneACCS account and withdraw. To withdraw from all classes, students must complete the online withdrawal form located on the registrar page of the college website. Students who complete the withdrawal process prior to the deadline will be assigned a grade of 'W'. However, a grade of 'F' will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the college's official withdrawal procedure.

Students who withdraw prior to the end of drop/add are not registered for the course; therefore, an attempt of the course is not recorded. Students may also choose to withdraw prior to the last date of withdrawal period or complete the course and receive the grade earned (D or F). Either would constitute an attempt in the program.

Students who have not successfully passed the dosage calculation exam are not allowed to continue in the course. Students who miss the first attempt on the dosage calculation exam due to extenuating circumstances may be allowed two attempts. Extenuating circumstances will be determined by the Director of Nursing. Students should contact the Director of Nursing to request extenuating circumstances. All attempts must be complete by the end of the drop/add period.

LAB POLICIES

Lab Attire

Green scrub top and pants or skirt, or white uniform dress will be worn in all labs and simulation clinical labs. The short white, waist-length lab jacket will be worn, except on uniform check day where the full-length lab coat will be worn. White nursing shoes are required in labs. The student's college photo ID is to be worn when on campus. A stethoscope, pen-light, writing pen, bandage scissors, ruler, hemostat, black permanent marker pen, appropriate watch, and goggles are required for all labs and clinicals.

Campus Laboratory Guidelines

To provide a safe environment, 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 are not allowed in the nursing 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 is 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 permitted to practice invasive procedures outside of the supervised laboratory or clinical setting.
- Attendance is mandatory for all lab sessions.
- Students are only allowed one lab make-up session
- Students who miss two lab sessions may be subject to be dismissed from the Nursing Program
- There are no excused absences for lab.
- Students who miss more than one lab day due to an extenuating circumstance must provide their instructor documentation for consideration for making up missed lab time.

Lab Skill Proficiency Evaluation

Skill proficiency is an important aspect of nursing education. Each student must demonstrate skill proficiency before the start of the clinical rotation each semester for each course. Students are assigned a specific time for demonstrating skill proficiency. The skill proficiency evaluation may be scheduled outside of your scheduled class day and/or time. Some skills are demonstrated by each student individually while others are completed by students working together in small groups. Each semester, students should expect to demonstrate a minimum number of selected skills. Students are expected to be prepared for skills proficiency evaluation. Preparation for performance of skills may include reading, watching videos and computer-assisted instruction, and practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting.

Skill Proficiency Evaluation Policy:

• Students are required to sign in at designated times during the lab period. Students missing lab are responsible for practicing and completing missed assignments and lab time. Students who fall behind by not promptly repeating or making up lab requirements may be unable to meet lab objectives and will be in danger of failing the course's lab component.

• Prior to skill proficiency evaluation, each student must complete associated skill/clinical judgement module with a minimum score of 85 %. Each student will be allowed three attempts to demonstrate skill proficiency. The student may self-correct during a return demonstration of

skills. A satisfactory performance will be achieved by correctly performing the critical elements of each skill. Students are responsible for turning in all skills proficiency evaluation forms to their instructor. No skills proficiency evaluation forms will be accepted after the stated deadline.

• ***Failure to demonstrate skill proficiency within a designated period of time results in failure of the course, regardless of the theory grade. If a student fails the lab component of the course, the student will not be allowed to continue in the course.***

CLINICAL POLICIES

Clinical Attire

Your appearance in uniform is a reflection of the profession of nursing; therefore, the uniform is to be worn with pride and dignity at all times. All uniforms must be approved by Bishop State Nursing program. Each student will be checked off for uniform compliance prior to the first day of clinical rotation each semester. Uniforms should be neat, clean, well-pressed and fitted loose enough to allow free movement. The student's college photo ID and/or appropriate facility photo ID is to be worn while at clinical or picking up patient. The ID must be clipped to the upper left side of the uniform top. ID clips must be plain with no decorations. Students will not be permitted to deliver client care at the clinical agency without approved attire. 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, the student must change into street clothes.

Uniform and Attire

Female Uniform:

- Specific white shirt with green and yellow trim on collar with Bishop State Community College patch on left sleeve, two inches below shoulder seam.
- Green scrub top below buttocks with Bishop State Community College patch on left sleeve, two inches below shoulder seam.
- Green scrub pant with hem line on top of shoe or green skirt (or white uniform dress) below knee and above the ankle.
- White full-length lab coat with Bishop State Community College patch on left sleeve, two inches below shoulder seam.
- White mid-calf (crew) or knee length socks. No ankle or now show socks allowed. White non-patterned stockings are to be worn with skirts.
- All undergarments should be skin-toned or white, and a white camisole or T-shirt is to be worn under the white uniform top. A white long sleeve top may be worn for warmth (no other color long sleeve top is allowed).

Male Uniform:

- Specific white shirt with green and yellow trim on collar with Bishop State Community College patch on left sleeve, two inches below shoulder seam.
- Green scrub top below buttocks with Bishop State Community College patch on left sleeve, two inches below shoulder seam
- Green scrub pant with hem line above shoe.
- White full-length lab coat with Bishop State Community College patch on left sleeve, two inches below shoulder seam.
- White mid-calf (crew) or knee length socks. No ankle or now show socks allowed.
- A T-shirt is to be worn under the white uniform top. A white long sleeve top may be worn for warmth (no other color long sleeve top is allowed).

Shoes**:**

- Completely white shoes that can be kept clean as required. No shiny patent leather shoes, no canvas shoes, and no sandals are allowed. Must have full back and closed toes. White athletic shoes are acceptable. Shoes must have low heels.

Jewelry:

Watches

- Must be appropriate size for wrist with a face no larger than a 25 to 50 cent coin and have a band width that does not exceed 1 ½ inches.
- The band must be made of a washable plastic, vinyl, or metallic material; not leather.
- Must have a second hand with minimum markings on watch face of: 12, 3, 6, & 9.
- No digital or smart watches (i.e., Apple, Google, Samsung, Garmin, etc.) are allowed in classroom, lab, simulation, or clinical areas.

Earrings

- Plain studs in silver, gold, or pearl. No larger than 3/16 inch (5mm) in diameter.
- One earring in each lobe of the ear.
- No nose or tongue piercings. A clear retainer must be worn in the hole left by a gauge earring.
- No visible body jewelry except for earrings

Rings

- Only one ring allowed on the ring finger (4^{th} finger).
- Style must be small, plain, and no present a hazard in the clinical setting (no high prongs or multiple stones).

No necklaces/bracelets may be worn except for medical alert reasons. Approval must be received from the instructor.

Personal Hygiene & Grooming:

- Due to infection control and patient safety, false eyelashes are prohibited in the classroom, lab, simulation, and the clinical areas.
- Facial make-up should be conservative.

- Fingernails must be cut and smoothly filed to a length not to extend beyond the fingertips at all times. Artificial nails and fingernail polish are prohibited.
- Hair should be clean, of natural hair color, away from the face, and secured to the head to stay above the uniform collar for the entire time of uniform wear. Hair pulled back must be secured with a plain design hair clip that closely matches your hair color, and is not allowed to swing loosely. Bright colored bows or barrettes are not allowed.
- Avoid the use of scented cologne and perfumes – as this may be allergy triggers for patients. Lotions and deodorants must be fragrance-free. Strong odors such as cigarette smoke, strong perfumes, and hair sprays, etc. may be grounds for dismissal from the clinical setting.
- No visible body jewelry except for conservative earrings.
- Beards and mustaches must be neatly trimmed and of natural hair color. If impeding the correct fit of respiratory masks, facial hair must be shaved. Beards/mustaches may have to be shaved to adhere to clinical agency policy.
- Tattoo coverage is not required.
- No gum chewing is allowed in clinical, lab, simulation, or classroom.
- The student's college photo ID and/or appropriate facility photo ID is to be worn at all times while at clinical. The ID must be clipped to the upper left side of the uniform top. The ID will be provided by Bishop State. Badge reels are not allowed.
- Surgical caps may be worn and must be the same solid color green as the uniform.
- A stethoscope, ruler, hemostat, goggles, white pocket organizer, black permanent marker pen, pen light, bandage scissors are required at all clinicals.

Attire for Clinical Rotation

A specific white top, green pants/skirt (or white dress), and full length white lab coat is required with a Bishop State patch on the left sleeve two inches below the shoulder seam. Skirts and dresses must be at knee length or not lower than mid-calf.

Attire for Picking Up Client Assignments

Green scrub pants/skirt (or white dress), the specified Bishop State shirt, nursing program lab coat, and appropriate student ID are to be worn for picking up client assignments. Pant length is not to pass the heel of the shoes. Surgical caps are allowed only in the same green color as the uniform. Closed toe, closed heel shoes with a short heel (no more than 3 inches) are to be worn to pick up client assignments. Minimal jewelry and make-up are allowed. One small earring is allowed in each earlobe; no other piercings are allowed for client pick-up.

Clinical Orientation

Students must complete an orientation to the clinical site before attending clinicals at that site. Students who fail to complete the orientation are not allowed to attend clinicals. Missing a

clinical constitutes a clinical absence. It is imperative that all students complete the clinical orientation prior to the start of a clinical rotation.

CLINICAL ATTENDANCE

Attendance is required for all clinical rotations including simulation assignments. There are no excused absences for clinical rotation or simulation. Students missing more than one clinical rotation may be subject to dismissal from the Nursing Program. Students who are 15 minutes or more late for a clinical will be sent home, and it is considered a missed day. Students who miss more than one clinical rotation due to an extenuating circumstance may provide the Director of Nursing documentation for consideration for make-up opportunity. Students missing a clinical rotation will be given an alternative assignment or will have to make up the missed day at the discretion of the course instructor. Students are to notify the clinical instructor, clinical coordinator, course instructor, and nursing program administrative assistant at least one hour prior to the clinical start time if unable to attend a scheduled clinical. Attendance will be documented on the weekly evaluation tool.

CLINICAL GUIDELINES

• Each student is responsible for obtaining their clinical assignment. Copies or photos of any portion of the client record are not permitted to leave the facility. No assignment may be faxed. No identifying information is to be taken from the clinical care area in verbal, written, or electronic form. Students are not to bring personal computers or iPads to the clinical facilities. Students are not to divulge information regarding client conditions over the telephone.

• Students who have not sufficiently completed all preclinical preparatory work and/or who are unable to discuss the care of their assigned client may be dismissed from the clinical. A clinical absence is assigned to any student who is dismissed due to insufficient completion of pre-clinical work or insufficient knowledge to care for the client.

• Students are expected to use time productively. Ask to assist others when not busy with assigned clients. Do not gather in the hall, sit at the nurses' station, or breakroom.
• Communication should be professional, clear, concise, and client-centered. No personal affairs/problems are to be discussed within hearing distance of clients.
• Students are expected to provide family members or significant others with a copy of the clinical schedule and contact information as directed by the course instructor in the event the student would need to be contacted while in clinical.
• Cellular phones, smart devices, and other electronic devices are not to be used during client pick-up or clinical. Students are allowed to bring cell phones inside the clinical facility, but cell phones must remain in a bag and turned off. Use of cell phones and/or electronic devices during the clinical rotation will result in an unsatisfactory for the entire clinical day.

• No smoking/vaping is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking/vaping or smelling of smoke while at the clinical facility will receive an unsatisfactory for that clinical day. This includes electronic cigarettes/vaping devices.
• Students are not to report to the clinical facility if physically or emotionally impaired. Students are not permitted to work between the hours of 12 midnight and 7 am prior to a daytime clinical.
• Students receiving medical care that is not documented on the health and physical form are required to submit documentation from their healthcare provider indicating they may participate in nursing school/clinical rotations without limitations. It is the student's responsibility to notify faculty/staff of health-related changes that may impact the ability to safely participate in Bishop State nursing programs.
• Gum chewing is not allowed. No eating of food designated for the staff, clients, or visitors is allowed.
• Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinical or practicum rotations unless enrolled in an apprenticeship. Theft from clients, family, the agency, professional colleagues, or fellow students will not be tolerated.
• Students are not to leave the assigned clinical agency, go to their car, or go to the parking lot before the completion of the clinical shift. If a student has an emergency or becomes ill, they are to notify the clinical instructor and obtain permission to leave early if necessary. Thirty minutes are assigned to lunch break. Students should notify the instructor before leaving a clinical unit.
• Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by the 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 obtaining the policies of the clinical agency and Alabama Board of Nursing guidelines and adhering to those policies, including standard and universal precautions.
• Students must change into street clothes if planning to stay at the clinical facility after the completion of a clinical shift as they are no longer functioning in the nursing student role. Wearing the Bishop State program uniform or badge is prohibited outside of assigned clinical experiences and lab checkoffs.
• A specific photo identification badge is required for clinical experiences. Students may be dismissed from a clinical experience for failure to have the ID badge in full sight.
• Lipstick, lip balm, cosmetics, or contact lenses cannot be applied except in the employee/student break room or a restroom to avoid an Occupational Safety and Health Administration (OSHA) violation.
• Clipboards and notebooks are only allowed in patient rooms for the purpose of obtaining information on patient assignments. They are not allowed in patient rooms while caring for patients during the clinical rotations. No clipboards/notebooks are allowed in patient rooms if the patient is on transmission-based precautions.
• Students are not allowed to transport clients in their own vehicle due to liability.

• Family members, friends, and significant others should not visit students at clinical.
• At the beginning of each clinical shift the student, along with clinical instructor, should inform the assigned facility nurse what duties will be performed throughout the shift. Students will report to the assigned facility nurse prior to the completion of the clinical day.
• 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 rotations in that facility. A student denied clinical access by any clinical affiliate used by the program may be dismissed from the nursing program.
• Failure to participate in clinical learning experiences for courses containing a clinical component result in failure of the course(s). Students may not continue to attend class for the course in which a clinical failure has occurred.
• Students will follow Health Insurance Portability and Accountability Act (HIPAA) confidentiality. The following guidelines are to be followed:

- Confidential or sensitive client 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 client identifying information.
- Client-related information or images should not be transmitted through social media. Do not take pictures or videos of clients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written, or electronic form.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. No social media site should be considered private or confidential.
- Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency shall be maintained.
- Client 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.

SIMULATED CLINICAL EXPERIENCE

Students are held to the same standards in the simulation setting as for an on-site clinical day. The evaluation process for simulation performance is the same as for onsite clinical. Areas of evaluation include attendance, attire, pre preparation, performance, and post preparation.

- *Attendance:* A missed simulated clinical experience is the same as a missed clinical day (See Clinical Attendance on page 41). Students who miss two simulation assignments are subject to be dismissed from the Nursing Program.
- *Attire:* Students must adhere to the same clinical guidelines with simulated clinical experience as with onsite clinical
- *Pre-simulation Preparation:* Students are required to complete all simulation preparation activities prior to the face-to-face simulation experience.
- *Performance:* Students are expected to treat all performances in the simulated clinical experience the same as in the clinical setting
- *Post Preparation:* Students are required to complete all post simulation assignment documentation. *Note: Simulation assignments should be viewed the same as on-site clinical assignments.*

Students may be required to complete remediation activities or repeat a simulated clinical experience for a performance that is not deemed satisfactory. Failure to attend a scheduled repeat of simulation could result in an unsatisfactory clinical and a missed clinical day.

DISCIPLINARY ACTIONS:

Violations of guidelines in the classroom, laboratory, clinical rotations, or simulated clinical experience will result in disciplinary actions. A record of disciplinary action will be placed in or remain on file that will remain throughout the student's tenure in the program. Actions may include:

- Receiving an unsatisfactory for the clinical day
- Receiving counseling from the clinical and course instructor, and Director of Nursing
- Being placed on probation for the remainder of enrollment in the nursing program
- Receiving an academic withdrawal from all nursing courses for that semester with the option of reinstatement (See reinstatement policy on page 33)
- Receiving an academic withdrawal from all nursing courses with no option of returning to the program or any program in nursing

CLINICAL EVALUATIONS

The Clinical Evaluation Tool serves as a guide for performance during each clinical rotation. Progression and evaluation of the student's level of performance is cumulative and is reflected in the evaluation tool throughout the student's tenure in the program. Clinical Performance is graded as satisfactory, needs improvement, or unsatisfactory. Three (3) or more grades of unsatisfactory constitute a failure of the clinical component. The clinical evaluation tool is completed in ClinPrep. Students are given the opportunity to correct deficits in the evaluation grade prior to the next scheduled weekly clinical assignment.

CLINICAL UNSATISFACTORY

Safe effective patient care is the goal of professional nursing practice. Please refer to the following information regarding the expectations for maintaining safe effective care in the clinical setting. Students are expected to be prepared to care for their assigned patient. Failure to be prepared may result in receiving an unsatisfactory clinical grade. The student may be dismissed from the clinical site and or the program for the following reasons:

- Failure to display professional behavior and appearance including reporting to the clinical area over fifteen (15) minutes late or reporting to clinical under the influence of drugs, or alcohol or violations of any regulations set by the American Nurses Association and the Boards of Nursing.
- Failure to complete the required paperwork and/or failure to be knowledgeable of client's diagnosis, medications, and plan of care before receiving the patient care assignment.
- Breech in maintaining client safety including committing a medication error or performing procedures or skilled nursing care without the prior approval of the nursing instructor.
- Breech in maintaining confidentiality regarding client information.
- Falsifying patient care including documentation and performance of care.
- Failure to report errors in client care to the clinical instructor or covering up for the unsafe behavior of another student.
- Inability to Socialize to the Profession (see page 22)
- Failure to abide by hospital or facility policies. This includes but is not limited to taking shortcuts, failure to wear hospital identification badges, failure to display hospital decals on automobiles, failure to park automobiles in the appropriate location, and failure to enter/exit through the proper door.

- An impaired student that arrives to the clinical site under the influence of drugs, alcohol, etc. or experiencing fatigue, illness, etc. will not be allowed to remain in the clinical setting.

- Students are expected to perform at their course level. Failure to perform at course level may result in close monitoring by a preceptor or instructor. Under close monitoring, students are given the opportunity to improve. Recommendations and guidance on how to improve or achieve satisfactory progress will be provided. Clinical failure will result if an improvement is not noted by the end of the time designated.

STUDENT GRIEVANCE POLICY

Students have a right to partake of the grievance process without fear of penalty or compromise. Students with concerns regarding a nursing course or clinical should discuss concerns with the course and clinical instructor, respectively. If the concern is not resolved, a completed SBAR Communication Tool should be presented to the Director of Nursing, lastly the Dean of Health Sciences for a final decision.

STUDENT HEALTH AND SAFETY

Students accepted into the nursing program must adhere to the requirements for student health and safety. These requirements include:

- The Bishop State Community College Physical Exam form and the Essential Functions Form completed and signed by a licensed physician, or physician's assistant (PA), or certified registered nurse practitioner (CRNP). The forms must have an official stamp.
- Current TB blood test (or chest X-ray if required). TB test should be completed annually.
- Immunizations for measles, mumps, rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity. Other vaccinations may be required pending clinical agency policy.
- Hepatitis B series/titers. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually.
- Drug and background screening performed by an approved agency. Students may be required to be screened at any time throughout their tenure in the nursing program. Positive results must be justified.
- Current CPR certification for adults, pediatrics and infant and defibrillator. Online certification is not accepted.
- A medical release signed by a physician, CRNP or PA is required for any health condition that interferes with the student's ability to perform essential functions. Students are not allowed in the clinical setting without the signed medical release form. Failure to disclose the health condition may result in course failure.

- Liability insurance must be obtained from the school upon payment of fees. Students must sign an agreement form stating that neither the college nor anyone affiliated with the is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the nursing lab or clinical setting.
- Students must have medical insurance coverage.

Accidents and Injury

- Injuries occurring while performing duties as a student nurse at the clinical site must be reported to the instructor and clinical supervisor immediately after the injury. An incident report must be completed for the college and the clinical site. Injuries may include needle stick, exposure to blood through mucous membranes, a laceration, or any other injury
- The clinical agency may provide emergency care according to clinical agency policy, however the student is responsible for the cost of emergency care.
- Students should not work between the hours of 12 midnight and 7am preceding a morning clinical.

BACKGROUND CHECK POLICY

Healthcare educational programs within the Alabama Community 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 include's background checks. Failure to participate in clinical learning experiences for courses containing a clinical component result 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.

Background Check Guidelines

Background checks will be conducted according to the following guidelines:
• Students shall receive notification of the background check prior to admission and upon admission.
• Students must sign the appropriate consent(s) prior to the background check. The student or the healthcare program's designee(s) will provide applicable consent(s) to the vendor conducting the background check. 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.
• The background checks will be scheduled and 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). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.
• The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The health care designee will determine if extenuating circumstances exist and whether or not the student will be allowed to proceed with the background check. Background checks must be completed before newly admitted or reinstated students are allowed to register for healthcare courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in a 'F' for the course(s) if the student does not officially withdraw from the course(s). In a situation where a student is denied clinical access by any clinical affiliate, which cannot be resolved, said student will be counseled regarding alternative career options.

• If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to having a criminal history, the student will be advised regarding options.
• The background check includes, but is not limited to:
a. Positive Identification
b. Maiden/AKA Name Search
c. Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
d. Residency History
e. Driving License/Driving History/Motor Vehicle Records including any traffic citations.
f. Education Verification
g. Employment Verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
h. Healthcare Employment Verification Network Search
i. Nurse Aide Registry
j. Professional License/Certification Verification
k. Personal Credit History which is based on reports from any credit bureau.

l. Personal References/Interviews
m. Seven Year Criminal and Civil Record Search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
n. Most Wanted List
o. National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
p. Adult and Child Abuse/Neglect Registries
q. National Sex Offender/Predator Registry Search which includes a search of the state or county repository for known sexual offenders.
r. Misconduct Registry Search
s. Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identify those individuals who have committed offenses deeming them ineligible to care for clients receiving
Medicare, Medicaid and other Federal health care benefits.
t. General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
u. Executive Order 13224 Terrorism Sanctions Regulations
v. Government Suspect /Watch List
w. Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
x. FACIS Database Searches includes OIG, GSA, OFAC and other sources.
y. National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
z. Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information
aa. International Criminal
bb. Applicable State Exclusion List
cc. Any Other Public Record

• The student with a criminal history will be informed of the results by the healthcare program designee and/or by the background check vendor.
• A Criminal history 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 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 criminal history to clinical affiliate(s).

• The student will be provided with a copy of the background check results, if positive. Students should contact the vendor for background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences will be withdrawn from the healthcare program.

• 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 clients and sanctions or debarment. Felony or repeated misdemeanor activity and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each criminal offense will be reviewed individually by the clinical affiliate(s). In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

Confidentiality

The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

DRUG SCREEN POLICY

Students must perform in the clinical setting in such a manner that will promote safe client care. Clinical agencies are obligated to assure that clients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies and procedures established by these agencies relative to drug screening and any subsequent revision to these policies in order to participate in clinical experiences at the agencies. All students who enroll in the Alabama Community College System nursing program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama Community College System drug screen policy and the clinical agency policy for which the students are assigned clinical practice. This includes preclinical and annual drug screening, random drug screenings, and screenings required on the basis of reasonable suspicion. The screening may be done on-site or at a designated facility.

Pre-Clinical Screening

- All students will receive notice of the drug screening guidelines.
- The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in drug testing will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component result in failure of the course.
- Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
- Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
- Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses. (Drug screens considered inconclusive, such as 'diluted', will need to be confirmed with further testing at the expense of the student). Failure to attend the clinical rotation will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
- Positive drug screens will be confirmed by the Medical Review Officer.
- Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
- A 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. The student will be considered for readmission according to the criteria in Section VII of this document.

Random Drug Screening

At any point or time during a student's enrollment, the student may be subject to a random drug screen. The Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined in Section IV Student Drug Screen Procedure will be used. The fee for the random screen will be paid by the student.

REASONABLE SUSPICION SCREENING

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

• 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 rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
• Presence of an odor of alcohol.
• Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance.
• Suspect of theft of medications while on the clinical unit.
• Evidence of tampering with a drug test.
• Information that the individual has caused or contributed to an incident/accident in the clinical agency.
• Evidence of involvement in the use, possession, sale, theft, solicitation or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory. The faculty is to contact the Program Director, Chair and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is "reasonable suspicion", the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student will be immediately terminated from the program. The same procedural steps outlined in Section IV Alabama Community College System Drug Screen Procedure will be used.

STUDENT DRUG SCREEN PROCEDURE

Please refer to the following information associated with drug screening:

- Students must pay the designated fee prior to the time of specimen collection.
- Students must submit a photo ID and social security number at the time of specimen collection
- The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector

will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.

- Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
- The collector may ask the student about current medications.
- The collector will collect monitored urine, blood, saliva and/or other specimen types.
- In the presence of the student, the collector will seal the urine, blood, saliva and/or other specimen type with a tamper proof security seal and affix an identification label with code number.
- The student will verify the information on the identification label, initial the security seal, read, and sign the Chain of Custody Form.
- The collector will sign the Chain of Custody Form and give the student the appropriate copy.
- The collector will forward the sealed urine, blood, saliva and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
- Specimens will be screened for but not limited to the following classes of drugs:

Alcohol	Barbiturates	Cocaine	Methaqualone	Phencyclidine
Amphetamines	Benzodiazepines	Cannabinoids (Marijuana)	Opiates (OxyContin)	Propoxyphene

- Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
- Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results. Note: 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 classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results.

CONFIDENTIALITY

The Nursing Program Director, Clinical Coordinator, or designee will receive all drug test results via the Nursing Department email address. Confidentiality of the test results will be maintained in this secured email account or within a locked office in the Nursing Department. Only the Dean, Program Director, Clinical Coordinator, designee, and the student, upon request, will have access to the results; the exception being if any legal actions occur which require access to test results, and results requested by clinical agencies.

APPEALS PROCESS FOR POSITIVE DRUG SCREEN

- If a student drug screen is positive, the student will contact the Program Director and/or Chair.
- The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
- The student is responsible for any costs associated with the split specimen testing procedure.
- Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing the complaint. The Program Director and or Chair will have seven working days to respond.
- If the student cannot reach an agreement with the Program Director and/or Chair, the student's next step is to present documentation to the Dean of that program. The Dean will have seven working days to respond.
- If the student does not reach a satisfactory conclusion with the Dean, the student should make an appointment with the President of the College.

READMISSION

To be considered for readmission, students who withdraw from the program due to a positive drug screen must:

- Have the treatment agency mail a letter verifying completion of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
- Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

ADDITIONAL INFORMATION

Drug screening policies/programs required by the Alabama Community College System, and the college, and/or various clinical agencies with which the college contracts may vary from time to time in any or all of their aspects.

IN GENERAL

Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent of legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

STUDENT RESOURCES

Nursing students should refer to the Bishop State Community 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. Health services are not available on campus. For healthcare needs, students should refer to their private or local healthcare providers or activate emergency medical services (911). Campus security should be notified for all emergencies at 251-405-7062.

COMMITTEES AND ORGANIZATIONS

Class Representatives

Class representatives will be elected from each nursing class. Elections for class representatives will be conducted each semester or as necessary. The process will be facilitated by the course faculty. Class representatives serve the interest of the students by participating in nursing faculty meetings.

Student Nurses Association

All current nursing students may belong to the Student Nursing Association (SNA), the Nightingales. 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.

NCLEX INFORMATION

Please familiarize yourself with the following websites in preparation for your licensure exam. Pay particular attention to the registration procedure and associated pricing required.

Alabama Board of Nursing
www.abn.alabama.gov
For information on licensure/ Nurse Practice Act Application

Pearson Vue
www.pearsonvue.com
For information on NCLEX and applying for the exam.