NURSING STUDENT HANDBOOK

Policies & Procedures

2010-2011 Academic Year

BAKER-GAINES CENTRAL CAMPUS
1365 Dr. Martin Luther King Jr. Avenue
Mobile, AL 36603-5362

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September 2010
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Dear Nursing Student:

Welcome to the Bishop State Community College Department of Nursing. We know that you are excited about embarking on this career; and are glad that you have chosen us to assist you in preparing for the profession of nursing.

At Bishop State, we believe in a “Program of Excellence” and the faculty and staff are available to assist you along the way. This effort will take a great deal of time and energy, but with your commitment, will guide you toward achieving your goal of being a valuable member of a wonderful profession.

This handbook has been designed to answer many questions you may have along the way. Please read it thoroughly and carefully; and refer to it frequently during your nursing education. Your advisors are also ready to assist you in any way that we can in order to help you be successful.

Best wishes as you begin this new chapter in your life.

Faculty and Staff

The Faculty and Staff
Department of Nursing
The purpose of the Nursing Student Handbook is to provide the student with essential guidelines needed to participate responsibly in both the Nursing Program and the College. Once a student is accepted into the Nursing Program, the handbook serves as the source of information regarding the policies and procedures of the Nursing Program. Detailed course requirements are listed in the course syllabus provided at the beginning of each semester. It is critical that students carefully read the Nursing Student Handbook and understand the policies that it contains.

The Nursing Student Handbook is to be used in conjunction with the BSCC College Catalog and the BSCC Student Handbook. Students will be responsible for information within these resources according to the date of enrollment in the College and the Nursing Department. Each resource contains valuable information and should be referred to frequently as a student progresses through the curriculum.

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

Students within the Nursing Program have the same rights, privileges and responsibilities afforded other college students.

***The nursing faculty reserves the right to make changes or adaptations in the curriculum. If changes occur, every effort will be made to inform students of these changes and assist them 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.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the Department of Nursing. The Department of Nursing at Bishop State Community College reserves the right to change any provision or requirement at any time within the student’s term of attendance.

The contents of this Handbook represent the most current information at the time of publication. Addendums may be added with respect to the information contained herein without prior notice.

Revised 8/07
THE PHILOSOPHY of NURSING PROGRAMS
BISHOP STATE COMMUNITY COLLEGE

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

<table>
<thead>
<tr>
<th>Maslow’s Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maslow’s theory is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one’s health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual’s experiences throughout the lifespan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing as an Art</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing is an art, as well as, a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, life long learning and client advocacy.</td>
</tr>
<tr>
<td>Teaching/Learning Process</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>Nursing Education</td>
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ORGANIZING FRAMEWORK

The schematic diagram presented below is designed to show the complete picture of our program of learning. The description of the schematic drawing of The Alabama College System nursing programs is as follows:

The umbrella represents a diagrammatic scheme of the nursing programs’ organizing framework. In order for an umbrella to function properly, it must be unfurled, have all its parts connected and its fabric intact. The nursing faculty visualizes the organizing framework in a similar manner. The philosophy serves as the handle of the umbrella and is used to unfurl the curriculum. The organizing framework is composed of four major concepts: nursing, nursing process, human needs and the health-illness continuum. These four concepts are depicted by the horizontal bands on the umbrella. The eleven ribs of the umbrella represent the eleven curriculum threads which are critical thinking, communication, nutrition, pharmacology, cultural diversity, lifespan, pathophysiology, technology, teaching/learning, legal/ethical, and roles of the nurse. These threads are based on the philosophy and the four major concepts and connect the fabric of the curriculum to the pinnacle of the umbrella which represents the program outcomes.

The pinnacle of the Umbrella represents Program Outcomes:
1) Graduation Rates, 2) NCLEX-PN/RN Pass Rates, 3) Job Placement Rates, & 4) Program Satisfaction for both PN & ADN Programs

Reviewed 8/07
The Bishop State Community College is accredited by the following organizations to award degrees and certificates at the Community College level:

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

The Bishop State Community College’s Associate and Practical Nursing Programs are accredited by:

The National League for Nursing Accrediting Commission
3343 Peachtree Road, NE, Suite 500
Atlanta, GA 30326
(404) 975-5000
Web address: www.nlnac.org

The Bishop State Community College’s Associate and Practical Nursing Programs are approved by:

The Alabama Board of Nursing
P. O. Box 303900
Montgomery, AL 36130
(800) 656-5318
Web address: www.abn.state.al.us

***Upon successful completion of the program of studies in either the Associate Degree or Practical Nursing Programs, the graduate may be eligible to write the National Council Licensure Examination.

Revised 7/09
OBJECTIVES of the UNIT in NURSING

Practical Nursing Program

Level I Objectives

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

1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

Level II Objectives

At completion of Level II, the practical nursing student will be able to:

1. Demonstrate proficiency in performing nursing skills for individuals with complex health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Implement a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a practical nurse upon entry into practice.

Reviewed 5/08
Associate Degree Nursing Program

Level I Objectives

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

1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

Level II Objectives

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

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

Revised 5/08
THE ALABAMA COLLEGE SYSTEM
NURSING PROGRAMS
ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

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

1) Sensory Perception
   a) Visual
      i) Observe and discern subtle changes in physical conditions and the environment
      ii) Visualize different color spectrums and color changes
      iii) Read fine print in varying levels of light
      iv) Read for prolonged periods of time
      v) Read cursive writing
      vi) Read at varying distances
      vii) Read data/information displayed on monitors/equipment
   b) Auditory
      i) Interpret monitoring devices
      ii) Distinguish muffled sounds heard through a stethoscope
      iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
      iv) Effectively hear to communicate with others
   c) Tactile
      i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   d) Olfactory
      i) Detect body odors and odors in the environment

2) Communication/ Interpersonal Relationships
   a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   b) Work effectively in groups
   c) Work effectively independently
   d) Discern and interpret nonverbal communication
   e) Express one's ideas and feelings clearly
   f) Communicate with others accurately in a timely manner
   g) Obtain communications from a computer

3) Cognitive/Critical Thinking
   a) Effectively read, write and comprehend the English language
   b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
   c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   d) Satisfactorily achieve the program objectives
Motor Function

h) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
i) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
j) Maintain balance from any position
k) Stand on both legs
l) Coordinate hand/eye movements
m) Push/pull heavy objects without injury to client, self or others
n) 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
o) Walk without a cane, walker or crutches
p) Function with hands free for nursing care and transporting items
q) Transport self and client without the use of electrical devices
r) Flex, abduct and rotate all joints freely
s) Respond rapidly to emergency situations
t) Maneuver in small areas
u) Perform daily care functions for the client
v) Coordinate fine and gross motor hand movements to provide safe effective nursing care
w) Calibrate/use equipment
x) Execute movement required to provide nursing care in all health care settings
y) Perform CPR and physical assessment
z) Operate a computer

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

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

Requests for reasonable accommodations should be directed to: Mr. Arvin F. Trotter, ADA Coordinator, (251) 405-7028 at Bishop State Community College, 351 North Broad Street, Mobile, Alabama 36603-5898.
FULL-TIME FACULTY and STAFF

Kimberly Rawson, MSN, RN - Director of Nursing

Nursing Faculty

Cora Carter, MSN, RN
Vesta Fairley, MSN, RN
Victoria King, MSN, RN
Emma Perry, MSN, RN
Jacqueline Smith, MSN, RN
Kendra Strenth, MSN, RNC
Andretta Taylor, MSN, RN
Dr. Michael Williams, DNS

Staff

Yvonne Foster, M.S., Counselor – Health Related Programs
Symentha McDonald, B.A. – Nursing Computer Lab Specialist
Iris Taylor – Nursing Secretary
Mary Thompson – Nursing Secretary

Revised 8/10
STUDENT HONOR CODE

The Honor Code is established to promote both professional conduct and personal integrity on the part of all nursing students. Each student enrolled in the Nursing Program is expected to abide by the following statements.

As a student of Bishop State Community College, I WILL NOT be involved in:

- Copying from another student’s test paper.
- Using material during a test not authorized by the person administering the test.
- Collaborating with any other person by any means during a test.
- Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or part, any contents of a test or test access code.
- Plagiarizing – the appropriation of any person’s work and/or the unacknowledged incorporation of that work in one’s own work offered for credit. This includes purchased or borrowed work.
- Collusion – the unauthorized collaboration with another person in preparing work offered for credit.
- Furnishing false information to faculty or to College officials with the intent to deceive.
- Forgery, alteration, or misuse of documents or records.
- Theft or malicious destruction, damage or misuse of property or the private property of another, whether occurring on or off campus.
- Possession, use or distribution on campus or at a clinical setting of any alcohol, narcotic, or dangerous or unlawful drug or controlled substance as defined by the laws of the United States of America or the State of Alabama except as expressly permitted by law.

If any of these violations are committed, the student may be placed on probation, suspended, or dismissed from the program and/or the college. Refer to the BSCC College Handbook, the Nursing Student Handbook and the statues of the Alabama Board of Nursing.

Zero Tolerance of Violent Behavior

Bishop State Community College Department of Nursing will not tolerate violent behavior of any kind by a student. Any commission of an act that is forbidden and would make the offender liable to punishment by the law will not be tolerated. The Department or College officials will take immediate action to prosecute persons who violate this policy on campus or in the clinical setting. Such behaviors include acts of violence with or without weapons, threats of any nature and/or loss of self-control. Additional acts that may be viewed as reprehensible, foolish, disgraceful, immoral, illegal or unethical in any way by a student will require actions by the Department officials. All students accept this responsibility upon admission to the Nursing Program.

Revised 8/07
A nursing student enrolled in the Nursing Program of Bishop State Community College shall comply with legal, moral and legislative standards which determine unacceptable behavior of the nurse and which may be cause for denial of license to practice as a registered or practical nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

“...is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to personal habits; is habitually intemperate due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of a violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.”*


FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISCIPLINARY ACTION AND/OR DISMISSAL FROM THE PROGRAM.

I have read and understand the above statement.

____________________________________________  ____________________
Student’s Signature                                    Date

____________________________________________  ____________________
Witness                                                Date

Reviewed 8/07
It is important for nursing students to know about the Alabama Board of Nursing’s regulations on the review of candidates for eligibility of initial and continuing licensure. There will be questions on the Application for Licensure as a Nurse by Examination which ask: “Have you ever been arrested or convicted of a criminal offense?”; “Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?”; “Have you ever been arrested or convicted for driving under the influence or drugs/alcohol?” and “Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?”

Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure. Further information concerning the Administrative Code can be obtained from the Nursing Program or by writing to the Alabama Board of Nursing, State of Alabama, RSA Plaza, Suite 250, Montgomery, AL 36130.

610-X-6-.01 Standards of Practice. The Board of Nursing may adopt standards of nursing practice and continuing competency.

Author: Alabama Board of Nursing.

610-X-6-.02 Conduct and Accountability. The registered nurse and licensed practical nurse shall:

(1) Have knowledge and understanding of the laws and rules regulating nursing.
(2) Function within the legal scope of nursing practice.
(3) Be responsible and accountable for the quality of nursing care delivered to patients based on and limited to scope of education, demonstrated competence, and nursing experience.
(4) Be responsible and accountable for the quality of nursing care delivered to patients by nursing personnel under the individual nurse’s supervision.
(5) Obtain instruction and supervision as necessary when implementing new or unfamiliar nursing techniques or practices.
(6) Accept individual responsibility and accountability for judgments, actions and nursing competency.
(7) Collaborate with other members of the health care team.
(8) Practice without discrimination on the basis of age, race, religion, gender, national origin, sexual orientation, patient diagnosis or disability.
(9) Respect the dignity and rights of patients and their significant others including, but not limited to:
   (a) privacy;
   (b) protection of confidential information unless disclosure is required by law;
   (c) freedom from exploitation of physical, mental, sexual, or financial boundaries; and
   (d) protection of real and personal property.
(10) Accept individual responsibility and accountability for timely reporting of illegal, substandard, unethical, unsafe, or incompetent nursing practice directly to the Board of Nursing.

**Author:** Alabama Board of Nursing.

**Statutory Authority:** Code of Alabama, 1975, §§ 34-21-2(c)(21), 34-21-25(b).


### 610-X-6-.03. Practice of Professional Nursing

(1) The practice of professional nursing includes, but is not limited to:
   (a) Care and counseling of patients;
   (b) Provision of care supportive to or restorative of life and well-being;
   (c) Exercise of appropriate nursing judgment;
   (d) Promotion of health and prevention of illness and injury;
   (e) Executing medical regimens including administering medications and treatments prescribed by a licensed or otherwise legally authorized prescriber.

(2) Competence in the practice of nursing by a registered nurse shall include, but is not limited to:
   (a) Knowledge and compliance with:
      (1) Applicable statutes and regulations;
      (2) Standards of nursing practice; and
      (3) Standardized procedures for nursing practice.
   (b) Maintenance of knowledge and skills in the area of practice.
   (c) Assumption of responsibility for recognizing personal limits of knowledge and experience.
   (d) Resolution of situations beyond the expertise of the registered nurse by consulting with or referring patients to other healthcare providers.
   (e) Delegation of selected nursing functions to others in accordance with the education and demonstrated competence of the persons. Tasks delegated to unlicensed assistive personnel shall not require the exercise of independent nursing judgment or intervention. Selected nursing functions that may not be delegated include but are not limited to performance of invasive or sterile procedures or administration of medications except as provided in Rule 610-X-6-.06, -.07.

(3) The scope of an individual registered nurse’s level of practice includes but is not limited to:
   (a) Educational preparation, initial and continued;
   (b) License status, including Board approval for advanced practice nursing;
   (c) State and federal statutes, and regulations;
   (d) State and national standards appropriate to the type of practice;
   (e) Nursing experience;
   (f) Demonstrated competence; and
   (g) Knowledge, skills, and ability to manage risks and potential complications.
Practice as an advanced practice nurse requires educational preparation, appropriate certification, and approval to practice as outlined in Chapter 610-X-9. Requests for approval of procedures for certified registered nurse practitioners and certified nurse midwives shall comply with the requirements of the Joint Committee for Advanced Practice Nursing.

Author: Alabama Board of Nursing.

610-X-6-.04. Practice of Practical Nursing

(1) The practice of practical nursing includes, but is not limited to:
   (a) Acts designed to promote and maintain health;
   (b) Prevention of illness and injury;
   (c) Provision of care using standardized procedures including administering medications and treatments under the direction of a licensed professional nurse or a licensed or otherwise legally authorized prescriber; and
   (d) Exercise of appropriate nursing judgment.

(2) Competence in the practice of practical nursing by a licensed practical nurse shall include, but is not limited to:
   (a) Knowledge and compliance with:
      (1) Applicable statutes and regulations;
      (2) Standards for nursing practice; and
      (3) Standardized procedures for nursing practice.
   (b) Maintenance of knowledge and skills in the area of practice.
   (c) Assumption of responsibility for recognizing limits of personal knowledge and experience.
   (d) Resolution of situations beyond the expertise of the licensed practical nurse by consulting with or referring patients to other healthcare providers.
   (e) Delegation of selected nursing functions to others in accordance with the education and demonstrated competence of the persons. Tasks delegated to unlicensed assistive personnel shall not require the exercise of independent nursing judgment or intervention. Selected nursing functions that may not be delegated include but are not limited to performance of invasive or sterile procedures or administration of medications except as provided in Rule 610-X-6.06-.07.

(3) The scope of an individual licensed practical nurse’s level of practice includes, but is not limited to:
   (a) Educational preparation, initial and continued;
   (b) License status;
   (c) State and federal statutes, and regulations;
   (d) State and national standards appropriate to the type of practice;
   (e) Nursing experience;
   (f) Demonstrated competence; and
      Knowledge, skills, and ability to manage risks and potential complications.
# Standard Practical Nurse Curriculum

**First Term**
*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam*

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
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**Program Totals**

- Credit Hours: 49 Hours
- Contact Hours: 1101 Hours
### Career Mobility
**LPN to Associate Degree Nurse Curriculum**

#### Prerequisite Courses Prior to NUR 200:
- MTH 100 or Higher Level Mathematical Applications (3 credit hours) **MTH 098 is a required prerequisite to MTH 100**
- **BIO 201** Human Anatomy and Physiology I (4 credit hours)

#### First Term
<table>
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<tr>
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<th>Credit</th>
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**Program Totals:**
- Total Credit Hours: 57
- Total Contact Hours: 1035
- General Education: 30
- Nursing Hours: 27

* BIO103 or Satisfactory Performance on ACS approved placement exam is a prerequisite for BIO201 (4 credit hours)
** NUR 200 is required for those students who did not graduate from the Alabama College System’s standardized curriculum within the past two years. **MTH116 and BIO201 must be completed prior to enrolling in NUR200. ENG101 and BIO202 can be taken during same semester as NUR200, if not already completed.
*** Only those students who did not graduate from the ACS standardized curriculum will be awarded 15 non-traditional credit hours after completion of the LPN to RN Mobility curriculum.
# STANDARD ASSOCIATE DEGREE NURSE CURRICULUM

**First Term**

*MTH 098 is a required prerequisite to MTH 100*

**Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam**

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<tr>
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<th>Credit</th>
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<td>Introduction to Pharmacology</td>
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**Fifth Term**

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**Program Totals:**

- Total Credit Hours: 72 Hours
- Total Contact Hours: 1680
- General Education: 30 Hours
- Nursing Hours: 42 Hours
DEPARTMENT of NURSING
GENERAL INFORMATION

A. ACADEMIC ADVISEMENT
All currently enrolled Nursing students must complete academic advisement prior to registration for each term with their assigned Nursing Faculty Advisor. Advisors are assigned according to the first alphabet of the student’s last name. A list of advisors is posted on each office suite door. See Appendix N for List of Advisors.

B. ACCOUNTABILITY
Students are responsible for maintaining accurate personal information within the Department and the College. Students must notify the Admissions Office, Student Support Office, the Nursing Department Faculty and secretary about any changes in name, address, or telephone number(s).

Students should inform family members of class schedules. Students should not receive personal calls during class or clinical. Students must turn all cell phones/pagers to silent during class, lab and exams. Any emergency calls should be made to the Nursing Department office at (251) 405-4495 during daytime office hours. The caller must relay to the nursing secretary, their name and the nature of the call. Emergency calls will be relayed immediately to the student. All other calls will be relayed to the course instructor to be given to the student at the end of class.

Students must submit copies of original credentials such as CPR card, immunization information and medical records, which will be on file in the Nursing Department. Students will not be allowed to retrieve or make copies of these documents once filed.

C. CLINICAL AND PROFESSIONAL CONDUCT
A variety of Health Agencies in the community are utilized for clinical experiences in nursing on a contractual agreement. Yearly payment of liability insurance is required of all students BEFORE any clinical assignment and evidence of payment must be presented to the instructor of each course prior to attending any clinical facility.

Nursing students are expected to display professional behavior at all times whether in the classroom, lab, or clinical facility. The student’s professional behavior is part of the clinical/lab evaluation. Violation of any of the following behaviors may lead to disciplinary action by the Nursing Department. This may include being suspended from the program, failure of the course, or dismissal from the program.

The student is expected to:
- Observe all policies of the agency, including drug screening and background check.
- Maintain strict confidentiality of any records of patient information. This includes any electronic, written or verbal communication.
- Give a patient status report before leaving the unit.
- Use appropriate name and title while in the clinical facility.
- Observe the Nursing Department policy regarding uniform regulations.
• Avoid the use of cell phones for personal calls during the clinical rotation.
• Not leave the assigned unit or area without notifying the instructor.
• Refrain from socializing or congregating in the nurse’s station, corridors and elevators. Socializing is permitted at lunch/break time only.
• Avoid going into other student’s assigned patient rooms without permission from the patient/staff/instructor.
• Leave the unit only with permission from the instructor. Students are not to remain on the unit after the clinical rotation has ended.
• Destroy any written material with patient information on it before leaving the facility or if material is needed to prepare for the assignment, only utilize patient initials.

D. COLLEGE ENVIRONMENT
Bishop State Community College is not responsible for damage, loss, or theft of the private property of any person on any of its campuses. Bishop State aims to proved the following:

**Crime-Free Environment:** Bishop State Community College WILL NOT tolerate crimes of any kind on its campuses and will take immediate action to prosecute persons who violate this policy.

**Drug-Free Environment:** Bishop State Community College pledges to maintain a drug-free environment. Students who receive federal financial aid must sign a statement assuring that they will conform to the drug-free policy. All students accept this responsibility by their admission to the College.

*** Any person who violates these policies will be reported to the proper authorities and will be prosecuted to the full extent of the law.

E. COMPREHENSIVE TESTING PROGRAM
Diagnostic tests serve as predictors of student success, assist in identifying group and individual specific areas of strengths and weaknesses, and help students maximize study time. Institutional group profile data obtained from test performances provide further guidance to nursing curriculum toward areas of need.

All Nursing students will participate in a comprehensive testing program using a nationally-normed exam. The student will be charged a non-refundable testing fee EACH semester they are enrolled. Students that are repeating a nursing course will also repeat testing. The current fees or costs must be paid at the time of registration. There is no refund for this fee. These exams will be administered during assigned nursing classes.

In addition, the student must take and successfully pass a nationally-normed Exit Exam administered at the end of the nursing program in order to meet Nursing graduation requirements. If the passing score on the Exit Exam is not achieved, it may be taken a second time. If the passing score is not achieved after the second attempt, the student will be required to register and complete the approved review course, at their own expense. After completion of this review course, the student’s records will be released and the student may apply for the state board exam.
F. COURSE SYLLABI
Students will be provided with a syllabus at the beginning of each course. This syllabus details information and requirements of the course. The student is responsible for reading and understanding the course syllabus. The student must also agree to abide by the policies and requirements found within the syllabus. Failure to meet requirements outlined in the syllabus will result in a failing grade (F) for the course.

Students must sign a statement of receipt and acknowledgement of each course syllabus.

G. CPR
All students must complete an approved CPR course prior to attending a clinical assignment. The approved course is the “Healthcare Provider” course which must include Adult, Child and Infant CPR, AED, and Bag-Valve Mask. The original CPR card must be presented at the beginning of each course where a clinical assignment is required. The student will be responsible for the cost of this certification.

H. DEGREE PLANS/GRADUATION CHECKS
All Nursing Students enrolled in the program of studies leading to the Associate in Applied Science in Nursing degree, must complete a degree plan/graduation check prior to their last semester. PN students must complete a graduation form at the beginning of their last semester.

Students should meet with their advisor on a regular basis to validate accurate completion of all requirements for graduation. Failure to meet all course requirements will result in a delay in graduation.

I. DISCRIMINATION
The official policy of Bishop State Community College is that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment.

Bishop State complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and ADA regulations as revised in 1992. Inquiries concerning this policy may be directed to the following:
Title IX Coordinator, Dr. Terry Hazzard, (251) 405-7089
Section 504 Coordinator/Dean of Students, Dr. Terry Hazzard, (251) 405-7089
ADA Coordinator, Mr. Alvin Trotter, (251) 405-7028
J. **DRUG SCREENING/CRIMINAL BACKGROUND CHECK**
All students must submit to drug testing AND a criminal background check BEFORE being allowed to go to a clinical facility. Any fees associated with these will be the responsibility of the student. Failure or refusal to submit to either of these will result in failure of the course. Career Mobility students entering NUR 200 or NUR 201 must have clean criminal background and drug screen before being allowed to go to a clinical facility. Students should be aware that the results of this test/screening may hinder progression in the Nursing Program. Should this occur, the student should also be aware that any fees or monies paid to the college will not be refunded.

K. **FEEDBACK GUIDELINES & FORM**
The faculty encourages student feedback regarding issues such as: curriculum, teaching strategies, multimedia center, computer lab, and campus concerns. Student may use the Feedback Form (Appendix U) for comments. These forms are available in the classrooms and Nursing Computer Lab – Baker-Gaines Central Campus. The forms may be submitted to Suite 210 and will be channeled to the appropriate individual.

L. **FEES**
All students are required to pay testing fees each semester, yearly liability insurance, and drug testing and criminal background checks, along with tuition, books and supplies. Costs for tuition may be found in the College Catalog and Student Handbook.

In addition, the Nursing program requires the purchase of approved uniforms which must be purchased during the first semester along with a supply kit to be used in various courses. See Appendix L for an estimated budget for the Nursing Program.

M. **HEALTH AND ATTENDANCE**
A completed Bishop State Community College Health Assessment must be submitted to the instructor prior to the initial clinical experience in NUR102 – Fundamentals of Nursing. Students will not be allowed to attend clinical until the form is completed and the student is cleared. For Career Mobility LPN students, the Health Assessment must be submitted upon entry to NUR 200 – Nursing Career Mobility Assessment. If a student has a chronic health problem, becomes pregnant, visits an emergency room or is hospitalized during the course of the program, the student MUST follow the policy and procedure outlined in this handbook regarding returning to school. See Policy on page 36.

N. **ID CARDS**
Identification cards are required of all students in the Nursing Program. They may be obtained during the registration period in the Student Support Services Office in Room 106 on the Central Campus. ID cards must be worn in the clinical/lab/computer lab settings and are part of the official nursing uniform. The card must be in the student’s possession at all times while on the campus and must be worn as directed by College officials.
O. NURSING ORGANIZATIONS

There are numerous College and Nursing Department clubs and organizations in which the student may want to participate. Through participation in the programs of their special interests, students may explore and extend the development of their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications for the respective group. See the Student Handbook for college-wide organizations or contact the Office of Student Services on your campus.

There are several organizations specific to Nursing. See your faculty advisor for information of any of the following:

Nursing Student Organization (NSO) – This organization is open to all students in the Nursing Program. The organization provides opportunities for students to develop leadership skills, participate in and provide community service and help promote Bishop State Community College. See Appendix A for the constitution and the by-laws.

Alabama Association of Nursing Students (AANS) and National Student Nurse Association (NSNA) – The purpose and functions of AANS/NSNA are to make meaningful contributions to nursing education throughout the state and nation in order to provide the highest quality of health care, to provide programs representative of fundamental and current professional interests and concerns, to aid in the development of the whole person, to ensure the rights of nursing students, and to help each nursing student become a professional. For more information, contact the Nursing Department or faculty advisor.

Health Occupations Students of America (HOSA) – The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health occupations education students, thereby, helping students to meet the needs of the health care community. Membership is open to anyone enrolled in a program leading to the health profession and to anyone interested the health profession. For more information, contact the Counselor for Health Related Programs in the Student Support Services office, Room 106, Central Campus.

Revised 7/09
POLICY and PROCEDURE: ADVISEMENT and REGISTRATION

Policy:

All currently enrolled nursing students will be advised by nursing faculty. The student is assigned a faculty advisor based on the first letter of their last name. Advisors and their office hours are posted on office doors.

Procedure:

1. Consult the BSCC web site for financial aid status prior to registration.

2. Seek advisement by assigned nursing faculty.

3. Register only for General Education courses to secure those classes between early registration and the first day of regular registration. This registration can be done online. The student may not register for nursing courses without trial schedule signed by the nursing advisor.

4. Students are advised to pay for early registered courses.

Revised 8/07
POLICY and PROCEDURE: AUDIO/VIDEO TAPING/PHOTOGRAPHY

Policy:

All persons desiring to make audio/video tapes or use cameras in class for any purpose, must first obtain written and/or verbal approval of the individual(s) to be taped or photographed.

Procedure:

Explain to the individual(s) the purpose of taping and/or photographic activity. Obtain written and/or verbal approval of those individuals to be taped or photographed.

Violation of Policy and Procedure:

Failure to explain the purpose of taping and/or photographic activity and/or to obtain approval of individual(s) involved will be a violation of the policy and procedure stated above.

Those in violation will:

1. Submit tapes, films, and/or photos to Nursing Department Faculty/Staff immediately for further action.

2. Attend a conference with Nursing Faculty to determine appropriate course of action.
POLICY and PROCEDURE: CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)

Policy:

Students enrolled in the Nursing Program are required to have an approved CPR certification course. This course MUST include Adult, Child and Infant CPR, AED and Bag-Valve Mask.

Procedure:

1. Arrange and complete CPR training, which must include the above areas.

2. Present a copy of current certification at each course orientation.

3. The student should keep their original copy to be presented each semester.

4. If CPR certification expires at any time during a course, the student must present current proof of re-certification. The student will not be allowed to continue in a clinical setting until this is presented.

Violation of Policy and Procedure:

Failure to have a copy of a current, acceptable CPR certification will result in the student not being allowed to attend the clinical component of a course. Clinical absences will be counted according to the course syllabus which may result in course failure.

Reviewed 8/07
POLICY and PROCEDURE: CHANNELS of COMMUNICATION

Policy:

Students should follow the chain of command for concerns, conflicts or problems. If it involves a particular course, the faculty member most directly involved is usually the first and best resource.

1. Initially confer with the Instructor regarding the concern, conflict or problem.

2. For unresolved issues between the student and instructor, confer with the Director of Nursing in order to obtain a solution.

3. If the student, the instructor or director cannot successfully resolve an issue, follow the Policy and Procedure on Appeals and Grievances found in the Bishop State Community College Student Handbook.

Note: The nursing counselor is available to the student to discuss any concerns at any time during this process.

Revised 8/07
POLICY and PROCEDURE: CLASSROOM PERSONAL APPEARANCE and DRESS

Policy:

Students must always be well groomed and dressed appropriately for classes. This includes cleanliness of body, hair and clothing. Students must wear clothing that protects against undue or indecent exposure.

Procedure:

1. Females:
   A. Dress tops/shirts or blouses may not be excessively bare such as backless, strapless, spaghetti strap, midriff, or low-cut.
   B. Dresses or skirts must not be split immodestly.
   C. Short pants that expose only the legs below the knee may be worn.
   D. Long pants that do extend beyond the sole of the foot may be worn.
   E. Pants must be worn above the waistline, not below. No flesh or undergarments may be visible.
   F. Shoes must always be worn and be well-fitting.
   G. Hats/caps may not be worn in the classroom.

2. Males:
   A. Shirts must be worn at all times and must extend below the waistline, covering the midriff, and the front closure must be fastened to within 2 inches of the neck.
   B. Short and long pants – same as female guidelines.
   C. Pants at the waistline – same as female guidelines.
   D. Shoes – same as female guidelines.
   E. Hats/caps may not be worn in the classroom.

Violation of Policy/Procedure:

Students wearing inappropriate clothing will be asked to leave the classroom. Students must follow guidelines in the Policy on Tardiness/Absences/Early Dismissals from class or clinical.

Revised 8/07
POLICY and PROCEDURE: CLINICAL REQUIREMENTS for BSCC STUDENTS

In order to participate in clinical experiences as required by the Nursing Program, knowledge of the following information is essential:

1. Evidence of two measles and one Rubella vaccination or positive antibody titers for individuals born 1951 or thereafter.

2. Evidence of Hepatitis B vaccination or positive antibody titer or presentation of the OSHA declination form.

3. Evidence of annual Mantoux – two step tuberculin skin testing, or proof of a previous positive result with documentation of a recent negative chest x-ray result.

4. Students will receive basic training requirements regarding OSHA hazard communication standards and HAZCOM Program. All students must know how to read and interpret information on labels and MSDS’s (material safety data sheets) of the chemicals they may encounter; precautionary measures they can take to protect themselves from potential hazards; and safety procedures taken in potentially hazardous environments, like engineering controls, work practices and personal protective equipment. The facility’s staff will notify students of any hazards, safety controls and work practices while at the facility.

5. All students assigned to the facility shall carry professional liability insurance with minimum of $1,000,000 per occurrence and $3,000,000 aggregate professional limits.

6. Students are responsible for their own meals during clinical hours.

7. Student must abide by existing policies, rules and regulations of the facility and the college.

8. Students assume responsibility for personal illness/treatment/costs incurred during clinical hours.

9. Students are responsible for their own transportation to and from the clinical area and during clinical hours.

10. Students will wear attire acceptable to Bishop State Community College and to the clinical facility during clinical hours.

11. Students will wear required name tags at all times during their clinical rotation in a facility.
12. Students will be made aware that due to HIPAA legislation, any breach of patient confidentiality will result in immediate termination from the clinical rotation and disciplinary action by the Nursing Program.

13. Students will be aware that only those records of patients who have agreed to participate in the student’s clinical rotation, may be reviewed by the nursing student and all other patient information and records are considered confidential and therefore privileged information.

14. Bishop State Community College Nursing students will hold harmless the College and the clinical facility of any and all claims, demands, actions, costs, damages, liabilities and expenses, arising out of participation in the clinical experience.

15. Students are aware that they may not participate in clinical if they have been convicted of a crime involving health care or have been excluded from participation in any federally funded health care program.

16. Students enrolled in health related programs and completing clinical experiences in a health care facility to develop professional skills in order to demonstrate specific entry-level competencies, understand that he/she:
   a. is not an employee of the institution or of the health care facility
   b. is not expecting and will not receive compensation for participation in the clinical course from either the institution or the health care facility
   c. has not been promised and does not expect to be offered a job at the health care facility as a result of participation in the clinical course.

17. Nursing students shall not represent themselves as Nursing students or engage in patient/client care as Nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum. Moreover, students shall not wear the BSCC Nursing uniform, name tag and/or lab coat with emblem, except as part of an assigned, planned clinical learning activity.

18. Drug Screening – All students participating in the Nursing Program will be required to complete and pass a pre-clinical drug screen and random testing at the student’s expense. This also applies to readmit students who have been out of the nursing program for more than one (1) semester.

19. Criminal Background Check – All students participating in the Nursing Program will be required to complete a pre-clinical criminal background check at the student’s expense.
POLICY and PROCEDURE: COMPREHENSIVE TESTING PROGRAM

Policy:

All nursing students are required to participate in a comprehensive testing program.

Procedure:

1. The student will be charged a portion of the testing package fee each semester. This fee is to be paid at the time of registration and is non-refundable. The student will not be allowed to attend class if the testing fee is not paid.
2. Students that are repeating a course will be required to repeat any testing.
3. Content exams will be administered during various nursing courses. Information on these exams and desired scores will be found in the individual course syllabi.
4. All students must take and successfully pass an exit exam at the end of the nursing program in order to meet graduation requirements.
5. If the passing score on the exit exam is not achieved on the first attempt, the student will be required to take an exam again. If the passing score is still not achieved after the 2nd attempt, the student will be required to purchase and complete a review course, as directed by the program. The review course will be at the student’s expense.
6. After completion of the review course, the student’s transcript will be released and the student may apply to take the licensure exam.
POLICY and PROCEDURE: CRIMINAL/CIVIL BACKGROUND CHECK

Policy:

All students participating in the Nursing Program will be required to complete a pre-clinical criminal/civil background check at the student’s expense.

Procedure:

1. All nursing students will have a background check completed to meet the requirement of clinical agencies.
2. Background checks will be conducted by a private vendor approved by the Director of Nursing.
3. Background checks done by any vendor or agency that is not approved will not be accepted.
4. The student must submit a completed authorization and release for procurement of a civil/criminal history and/or investigative report along with appropriate fees.
5. Background check results must be received prior to the stated deadline in NUR102 and NUR200.
6. The clinical agency will make the decision to approve or deny the student for clinical privileges.
7. The student is responsible for clearing any denials reported with the clinical agency.

Violation of Policy and Procedure:

1. Failure to submit to a criminal/civil background check or to have the results available prior to the stated deadlines will prohibit the student from participation in the clinical experience and the student will be advised to withdraw or will receive a failing grade (F) in the course.
2. Refusal of the assigned clinical agency to accept the student will result in the inability of the student to complete the clinical component of the course and the student must withdraw from the course(s) requiring the clinical component.
3. The student who is unable to resolve denials by the clinical agency must withdraw from the course(s) requiring the clinical.

Revised 8/07
POLICY and PROCEDURE: GRADES/GRADING SYSTEM for NURSING COURSES

A nursing student must achieve the following as minimum grade requirements, in order to successfully complete a nursing course and progress.

a. Minimum overall grade of 75/C in theory
b. Minimum overall satisfactory (S) in course clinical/lab performance evaluation tool

Nursing courses utilize the following grading scale (theory only, cumulative)

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

A nursing student with an overall minimum grade average lower than 75/C and/or unsatisfactory lab/clinical performance will fail the course. No makeup work is given to the student who does not meet the minimum requirements set forth in the above statements.

Grades such as “W”, “F”, or “D” must be removed by successfully repeating the course, if in accordance with the progression policy. The grade of “F” may be assigned to a student who discontinues class attendance without following procedures for withdrawing from courses in accordance with College policy.

Grades such as “W”, “F”, or “D” are not considered passing grades in Nursing and must be removed by repeating that Nursing course in accordance with the policy on progression and readmission in Nursing. The grade of “I” (incomplete) is assigned when the student has failed to take the required content exams, has been prevented by illness or extenuating circumstances from taking the final or completing the clinical/lab component. The grade of “I” must be requested by the student in accordance with the College policy found in the College Student Handbook. Further, the student is not eligible to register for the next nursing course sequence or attend any nursing class until the grade of “I” has been cleared to a passing grade. The grade of “I” in Nursing must be cleared by the end of Drop/Add of the late registration period in order to progress to and register for a Nursing course. Failure to remove the grade of “I” by mid-term of the next semester will automatically convert to the grade of “F” in accordance with College policy.
Withdrawals

A student MUST see his/her instructors and advisor prior to withdrawal from a course or courses, complete the withdrawal form, and follow instructions regarding submitting the form to the Admissions/Business/Financial Aid offices. Once a student withdraws from a course, the student cannot attend class/clinical or lab.

Revised 8/07
POLICY and PROCEDURE: HEALTH and ATTENDANCE

POLICY:

Each student is accountable for his/her health. The student must be physically and emotionally prepared to carry out a normal nursing schedule of activities. Activities include sustained periods of study, sitting and or standing in the class, campus and/or clinical lab.

Nursing faculty may assess whether the student is/is not able to provide safe care to clients and meet clinical objectives as related to the students' health. If in the assessment of the Nursing faculty a student is unable to implement safe care, the student will be dismissed from the class or clinical setting. Any/all absentees are subject to the policy and procedure on Tardiness and Absences from class/clinical.

PROCEDURE:

Prior to returning to class or clinical a student who has been absent must:

1. Present a statement of "release" from physician care or "ability to (resume normal) nursing schedule" in the following conditions, but not limited to:
   a. Surgery (any type)
   b. Hospitalization (any length of stay) including Emergency Room Admission and Treatment
   c. Serious Illness
   d. Pregnancy
   e. Contagious Illness

2. Schedule an appointment with appropriate nursing instructor to plan and complete required make-up work.

3. Complete a "Waiver of Responsibility" to be on file in the Nursing office.
POLICY and PROCEDURE: HEALTH FORMS – HEALTH ASSESSMENT/ CONSENT/REFUSAL for HEPATITIS B VACCINE

Policy:

Upon initial enrollment in the Nursing Program, the student must submit a Health Assessment form and Consent/Refusal form for Hepatitis B vaccine which will be kept on file in the Nursing department. The completed forms are to be submitted in NUR102 and NUR200 as directed in the course syllabi.

Procedure:

1. The student will receive the necessary forms at the beginning of the above courses.
2. The student must submit copies of all required forms, while keeping their originals.
3. No health/medical information shall be released from the Nursing Department files to persons of agencies for employment or personal needs.
4. The student will be responsible for all costs related to the information needed on these forms.

See Appendix D for sample forms.

Violation of Policy and Procedure:

If the student fails to provide the completed Health Assessment Form and the consent/refusal form for Hepatitis B vaccine as directed by the course instructor, the student will not be allowed to attend any clinical opportunities or continue in the nursing program.

Revised 8/07
POLICY: HEALTH INFORMATION PORTABILITY PRIVACY ACT – HIPAA (1996)

The students of Bishop State Community College will be instructed on HIPAA, 1996 legislation, in orientation to the Nursing Program. After having this legislation explained, each student will sign a statement of compliance to this law. A copy of the signed statement will be provided to any and all facilities that these students will be assigned to for clinical experiences. In addition, all students will participate in any HIPAA presentations of the individual institutions in order for compliance to be validated, if necessary. **Failure to sign this statement will cause the student to be ineligible to attend clinical experiences.**

I, _______________________________________, have received education about HIPAA (1996). I understand and will comply with its regulations for patient confidentiality as outlined by the law.

**VIOLATION of POLICY:**

Failure to comply with the above policy will result in dismissal from the Nursing Program.

Reviewed 8/07
POLICY and PROCEDURE: LIABILITY INSURANCE COVERAGE

Policy:

When students participate in any academic or clinical learning experience in Nursing courses, they are required to have coverage with the College’s insurance program provider. Students are not covered in any activity before or after school or outside of school requirements. The student must pay the cost for this policy every 12 months. The student must present proof of payment of the liability insurance fee each semester to the instructor.

Procedure:

1. Students enrolled in any Nursing course(s) must pay the liability fee to the Business Office prior to the first class period.

2. The proof of payment shall be presented to the instructor on the first day of class.

3. The instructor will record the student’s name and date of payment/expiration on the Credential’s Verification Form.

4. This form will be kept on file in the Director of Nursing office.

5. Students may not obtain this information from the Department of Nursing office for release to persons or agencies for employment and/or personal needs.

Violation of Policy and Procedure:

1. Failure to present documentation of paid and current liability insurance will be considered a violation of policy.

2. The student will be dismissed from the Nursing course and/or program until valid proof of payment is presented to the instructor.

3. Make-up work for class/lab/clinical shall be completed in accordance with the requirements state in the course syllabus.

Revised 8/07
POLICY and PROCEDURE: MATRICULATION

Policy:

Students accepted and placed in either day or evening track must continue in that track until completion of the nursing curriculum. Nursing students may be allowed one (1) transfer during their matriculation in the Nursing Program, providing space is available.

This policy shall be in effect in order to maintain continuity of instructional philosophy, foster development of skills and evaluate strengths related to the role of transition into nursing practice.

Consideration for changes will be based on, but not limited to, date of submission, continuing or returning students status and student/teacher ratio.

Procedure:

Written request must be submitted to the Director of Nursing at the following times:

Generic Students & PN Students:

Upon completion of Fundamental level courses.

Career Mobility Students:

Upon completion of the first or second semester of Nursing clinical courses, but not later than the last day of regular registration.
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: MEDICATION ADMINISTRATION

Policy:

Clinical experience in nursing requires safe administration of medication via all routes. All nursing students must demonstrate proficiency in dosage calculations by meeting the requirements below in order to administer medications during the clinical rotation.

Procedure:

In order to continue the administration of medications and maintain proficiency in dosage calculation, the student will:

1. Take a dosage calculation exam (not to include multiple choice items) administered in designated nursing courses – NUR 105, 106, 107, 108, 201, 202, and 203.
2. Master the dosage calculation exam with a score of 90%.
3. Have a maximum number of two (2) attempts to achieve the required score prior to attending clinical.
4. Have two (2) different exams, to achieve the medication administration requirement each semester.
5. Take the dosage calculation exam even if repeating a course.
6. If the student is unsuccessful on the first attempt, a second exam will be scheduled.
7. If NUR 105 & 106 are taken together, the student will only be required to take the dosage exam once (with two attempts). If unsuccessful after the second attempt, the student must withdraw from both courses. If courses are taken separately (NUR 105 and NUR 106), an exam will be required for each course.

Violation of Policy:

Students who do not achieve 90% on dosage calculation exam after two (2) attempts will not be allowed to progress to next prospective class. Refer to reinstatement policy.

Suggested preparation for dosage calculation exams to include, but is not limited to:

1. Dosage calculation computer software in the Nursing Computer Lab
3. Henke’s Med Math textbook
4. Dosage Calculation Review Booklet

Revised 8/07; 6/08; 4/09; 7/09; 5/10
POLICY and PROCEDURE: NURSING COMPUTER LAB

Use of Bishop State’s computers to access software or information on the Internet indicates that the user will comply, both in letter and spirit, with the policies established for the College’s computer labs.

To use the computer lab, you must sign-in and out. Place the number of the assigned computer next to your name on the sign-in log.

1. All printing is subject to inspection by College personnel.
2. Software is not to be loaded, unloaded, downloaded, or reconfigured.
3. Computers are not to be turned off while a program is running.
4. Food, drink and children are not allowed in computer labs.
5. Computer space must be cleaned up prior to leaving the lab.
6. All work should be done without noise or interference to other users.
7. Do not delete, add or rearrange any icons on the computer screen.
8. Do not put any passwords on the computers.
9. Do not visit any inappropriate of pornographic web sites.
10. No CD’s (music or computer games) are to be played or installed on the computer.
11. When printing, you may only print material directly related to your assigned course.

Only nursing software is loaded on computers in this lab. If a CD must be inserted to run a program as indicated by “Requires CD”, see personnel in the computer lab office (226-B).

The Internet

The Internet is limited to instructional use and testing and is not to be accessed for entertainment purposes. Information accessed on the Internet or other computer software available is to be used in a professional manner.

Bishop State Community College accesses the Internet through “The Alabama Research and Education Network” administered by the “Alabama Supercomputer Authority”. All users are expected to follow the “Acceptable Use Policy” developed by the Alabama Supercomputer Authority.

Information accessed on the Internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the Internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruptions by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other machines accessible via the network.
Information and resources accessible through the Supercomputer Authority are private to the individuals and organizations that own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is, therefore, not accessible for an individual to use the Supercomputer Authority to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

Bishop State and the Alabama Supercomputer Authority reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by the College.

Alabama Supercomputer Authority

“Alabama Research and Education Network Acceptable Use Policy” can be accessed at accusepol.html at www.asc.edu. Maintained by webmaster@asc.edu.

Reviewed 8/07
POLICY and PROCEDURE: PRACTICAL NURSE LICENSURE REQUIREMENT

Policy:

The Alabama Board of Nursing requires all licensed practical nurses enrolled in nursing programs to maintain their Alabama License. In keeping with the above, the Bishop State Community College Nursing Program shall require Licensed Practical Nurses matriculating the Associate Degree curriculum to present proof of current unencumbered Alabama Practical Nurse licensure.

Procedure:

1. On the first day of class, each semester, the student shall present his/her current unencumbered Alabama Practical Nurse license.

2. The instructor will record the student’s name and licensure expiration date on the Credentials’ Verification form.

3. This form will be maintained in the Director of Nursing’s office.

Violation of Policy and Procedure:

1. Failure to maintain and present a current and unencumbered Alabama Practical Nurse license on the first day of class will be considered a violation.

2. The student will be dismissed from the Nursing course until the current and unencumbered license is presented.

3. Make-up work for class/lab/clinical shall be completed in accordance with the requirements stated in the course syllabus.

Revised 12/07
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: PREPARATION for CLASS and/or CLINICAL/LAB

Policy:

Students are expected to be prepared for class, and/or clinical, which includes, but is not limited to:

1. Submitting written assignments as required by the instructor by specified date and class. Penalties may be imposed for incorrect grammar, misspelled words, and lateness of assignments.

2. Preparing for and participating in group assignments or discussions.


4. Bringing all required textbooks, equipment, and supplies to class/lab/clinical.

5. Completing all requirements related to tardiness, early dismissal, or absence. Make-up work may be required.

CLINICAL/LAB EXPERIENCE:

Facilities for clinical experiences in nursing are provided by local health agencies on a voluntary cooperative basis. Bishop State Community College students are required to conduct themselves in a professional manner at all times. See Policy on Professional Conduct.

Students are required to:

1. Complete written assignment according to the course syllabi.

2. Attend the clinical site prior to clinical rotation to obtain client information at the prescribed time in the appropriate uniform.

3. Be informed about the assigned client. This includes:
   a. knowledge of diagnosis, treatments and medications
   b. knowledge of pertinent laboratory assessments (always indicate normal values)
   c. other significant client data.

4. Complete student assignment sheet at the clinical site. These should be written neatly and legibly and should include:
   a. client’s initials
   b. client’s room number
   c. student’s name

5. Prepare for and participate in the clinical conference.
Violation of Policy and Procedure:

Students not having the above information are considered unprepared for the clinical/lab/class experience. If the student is considered unprepared, he/she will receive an Unsatisfactory (U) daily assignment. A clinical unsatisfactory grade for being unprepared must be made up according to nursing course guidelines related to tardiness/absences or being unprepared and sent home from the clinical site.

Refer to the nursing course syllabus and the Clinical Evaluation Tool for grading criteria.

Revised 8/07
BISHOP STATE COMMUNITY COLLEGE  
NURSING PROGRAM

POLICY and PROCEDURE: PROFESSIONAL CONDUCT

Policy:

Your conduct in uniform, in the classroom or clinical site, shall reflect pride and dignity for the nursing profession and the Bishop State Community College Department of Nursing at all times. The following guidelines have been established to meet the professional dress code and conduct requirements of the Nursing Program.

Procedure:

Students are required to:
1. Wear the official Bishop State Community College Nursing Program uniform in all clinical settings or if agency requires other clinical attire.
2. The Nursing student uniform must be clean and neat, use an iron to remove obvious wrinkles. Do not wear colored undergarments that are visible under the uniform.
3. Students will maintain personal hygiene. Students will bathe daily and use deodorant. No offensive body odor or cigarette smell.
4. Refrain from wearing colognes, after shaves, or perfumes. They are not permitted in the clinical agency.
5. Refrain from chewing gum.
6. Refrain from use of tobacco in any form.
7. Refrain from use of alcohol and other drugs.
8. Refrain from inappropriate public display of physical contact between students.
9. Refrain from loitering in parking lots and automobiles.
10. Refrain from socializing in the nursing station and corridor.
11. Refrain from removing reference books from the nurses station.
12. Observe the regulations of the agency regarding parking and hospital/nursing procedures.
14. Report the status of the assigned patients to the nurse in charge before leaving the unit.
15. Limit coffee breaks away from the patient areas to 15 minutes.
16. Use appropriate titles and names.
17. Maintain professional attitude in class and clinical.
18. Refrain from disorderly, lewd, indecent, obscene, or offensive conduct or expression.
19. Refrain from use of cell phones and pagers.
Violation of Policy and Procedure:

Failure to abide by the Policy and Procedure on Professional Conduct may result in disciplinary action and/or the grade of (U) Unsatisfactory for the day. Clinical make-up may be required. The student is also governed by Policy on Tardiness and Absences From Clinical/Class. See also Student Grievance and Due Process.

Revised 8/07
THE ALABAMA COMMUNITY COLLEGE SYSTEM
NURSING EDUCATION PROGRAM

PROGRESSION POLICY

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

Nursing Non-Progression

Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression, and should return to repeat the required courses at the first course offering. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

Reinstatement

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program. Reinstatement to the program will be allowed one time only.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability;
2. Refusal by clinical agencies to accept the student for clinical experiences;
3. Twelve months have elapsed since the student enrollment in a nursing course;

Criteria for Reinstatement

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

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

Readmission

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

TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
8. Student selection for transfer is based on GPA in nursing program required courses.

TRANSIENT STUDENT POLICY

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.
Criteria for Transient Status

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

ADN TRANSFER TO LPN PROGRAM

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

To be eligible for this option:

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

Adopted 7/31/09 – ACS
POLICY and PROCEDURE: SAFETY

Policy:

Nursing students are expected to comply with the Standards of Conduct as stipulated in the Administrative Code of the Alabama Board of Nursing. Any action or inaction on the part of the student, which threatens a patient’s physical and/or emotional well being will be considered a violation of that patient’s safety. This also includes situations in which an instructor intervenes in order to prevent the error. When possible, the instructor will give the student an opportunity to identify and correct any errors prior to intervention.

Procedure:

1. For any errors committed, a report will be completed by the clinical instructor and signed by the student. The course coordinator and the Director of Nursing will be notified immediately. The report will be filed in the student’s record.

2. An incident report may be filled out, if required, by the hospital/clinical facility policy.

3. Following the error, within 7 business days, the nursing instructor will conference the student(s) involved regarding the incident. Other individuals may be asked to be present if necessary.

4. A second error with the same student will necessitate a conference between the Director of Nursing, the student, and the faculty member.

5. Any error considered life threatening to the patient could result in dismissal of the student from the Nursing Program.

6. A student who wishes to appeal disciplinary action taken by the Nursing Department Faculty may request due process by referring to the policy and procedure outlined in the College Student Handbook.

Revised 8/07
Policy:

Students are expected to attend all lab/clinical experiences as scheduled, and exercise regularity and punctuality in attendance. Absences/tardies/early dismissals will be counted from the first day of lab/clinical.

Students absent from lab or clinical may be required to complete a make-up assignment. The instructor is responsible for planning and supervising any make-up work.

Students should refer to their course syllabus regarding clinical absences.

Procedure:

1. If absent or tardy to lab/clinical, please call the Nursing Department office and give the following:
   a. your name
   b. your instructor and class
   c. reason for absence or estimated arrival time to lab/clinical

2. If you are absent from or going to be tardy to the clinical area, you must:
   a. notify the clinical area to which you were assigned PRIOR to the absence or tardy as directed by the instructor
   b. obtain the name of the person in the clinical area that you notified
   c. call the Nursing Department office and give the same information as above

Students absent from clinical will be required to make up the time missed according to directions in the course syllabus. The instructor is responsible for planning and supervising any make-up assignments. Clinical make-up due to hospitalization, military leave, or jury duty may be at the discretion of the instructor.

Revised 8/07; 7/09
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: UNIFORM and ATTIRE

Your appearance in uniform is a reflection of self-worth and on the profession of nursing; therefore, the uniform is to be worn with pride and dignity at all times.

I. The Female Uniform:
   A. Uniform items and guidelines:
      1. Two new complete uniforms of either:
         a. A white dress with yellow and green trim on the collar
         b. A white tunic top with yellow and green trim on the collar and pants.
      2. Scrubs - 1 pair. Color: Evergreen - Unisex Style
   B. Length guidelines:
      1. Dress to cover the knees or no longer than mid-calf.
      2. Tunic Top-Hip-length or below the buttocks
      3. Pants two inches from the floor
   C. Appearance guidelines:
      1. The uniform items must:
         a. Fit loose enough to allow free movement. Avoid excessive looseness or tightness.
         b. Be clean, in good repair, and smoothly pressed before each wearing.
      2. Undergarments required are a bra, panties, and full-length slip (with dress). Camisoles or t-shirts worn must not be visible at neck or sleeve. All undergarments must be all white or neutral color. Stockings must be white full-length, and without design. Plain white, crew-length socks may be worn with pantsuits only.
   D. One white full-length, long-sleeved, lab coat
      1. It must be one inch longer than the dress, full-length pinafore or below the knees.
      2. If desired, permanently mark it for your protection as:
         a. Print or script monogram one initial and last name only with maximum letter size, one inch in height.
         b. Place marking on the front left side, just above the pocket.
         c. Monogram in black, navy, gold or green thread. BSCC patch must be placed on left arm two inches below shoulder seam and centered.
      3. BSCC patch must be placed on left arm two inches below shoulder seam and centered.
4. It is to be worn:
   a. Over the complete uniform.
   b. Over scrub clothes, buttoned closed, when leaving the assigned specialty area until return.
   c. Over appropriate street clothes as instructed for college assignment.
5. It is not to be worn:
   a. While performing patient care.
   b. Over inappropriate street clothes, such as jeans, sweat pants, tights, shorts, mini skirts, halter-tops, or thin "see through" materials.

E. Name Badges
   1. One is required to be worn, visible at all times in the clinical setting.
   2. Students may be required to wear name tags issued by clinical agencies.

F. Shoes must be:
   1. Initially New, all white nursing shoes. May have neutral or muted color soles within reason.
   2. Of a material that can be polished.
   3. Of a style with a closed toe and heel (no high tops or heels, sling backs, or clogs.)
   4. Cleaned, polished and buffed to a shine every time worn.
   5. Conservative and inconspicuous brand name markings.
   6. Worn with shoelaces, (If the style includes these) they must be clean, all white and the appropriate length.

G. Wrist Watch Guidelines:
   1. Sweep second-hand required.
   2. Watch face and band
      a. Width not to exceed 1 1/2 inches.
      b. Must fit to the wrist.
      c. Color - black, brown, white, gold or silver.
      d. Markings required on watch face with minimum of: 12, 3, 6, 9.
H. Pocket Supplies:
   a. bandage scissors          f. black ink pen
   b. pencil with eraser        g. penlight
   c. pocket saver/organizer    h. six inch ruler
   d. small note pad            i. stethoscope
   e. highlighter(any color)    j. goggles

I. External Wear:
   Only your lab coat or a plain white sweater may be worn for warmth as uniform attire. It must be removed for direct patient care. Other external wear may be worn for protection from the weather; however, it must be removed for direct patient care.

J. Personal hygiene guidelines/grooming:
   1. Prior to arrival on duty it is required that you be clean and odorless by recently:
      a. Having a bath followed by use of an effective underarm deodorant (unscented).
      b. Having performed oral hygiene and used breath refresher as needed following ingestion of strongly flavored foods and each cigarette smoked.
      c. Having shampooed, dried and styled your hair, it must be:
         1. All secured to the head so it will stay above the uniform collar for the entire time of uniform wear.
            a. If secured with barrettes, they must closely match your hair color and be of plain design.
            b. If secured with rubber bands, strands of hair must conceal them.
            c. If secured with bobby pins, they must closely match your hair color, be used minimally and woven into hair to conceal.
         2. Styled conservatively
            a. Away from the eyes
            b. Bangs above the eyebrows, if worn
            c. Avoid bouffant styles and excessive teasing
            d. Avoid unsecured, freely, movable ponytails
            e. No ribbons, bows, fabric, clips, combs or curlers are allowed.
            d. Having cut smoothly filed fingernails to a length not to extend beyond the fingertips. Only clear nail polish may be worn, but if chipping occurs it must all be removed.
            e. Avoiding the use of scented bath powder/soap, cologne, hair spray, lotion or perfume.
            f. Having applied cosmetics conservatively. Strive for the "natural look".
2. Jewelry:
   a. Rings
      1. Style must be small, plain and not present a hazard in the clinical setting (without high prongs and multiple stones).
      2. Location-on ring finger only.
      3. Number- only one except for a wedding set.
   b. Necklace- only one necklace may be worn if it is long enough to secure inside the uniform and is a religious medal or medical alert.
   c. No visible body jewelry other than ear lobe.
   d. Earrings may be worn only if they meet the following criteria:
      1. Pierced and plain (studs or posts, without design or image)
      2. One earring in each lobe of the ear.
      3. Yellow or white gold in color or pearls.
      4. Size no larger than:
         a. 3/8 in. in diameter for hoop style.
         b. 5mm (3/16 in.) for bead style.
      5. No stone settings.
   e. No bracelets or anklets may be worn except for medical reasons.

II. The Male Uniform:
   A. Uniform items and guidelines:
      1. White, New, Complete uniform consisting of:
         a. Two, short-sleeved jackets with yellow green and trim.
         b. Two, long-length pants, hemmed two inches from the floor.
      2. One, long-sleeved, mid-thigh lab coat. (See female uniform guidelines D.1.).
         The lab coat is not to be worn over inappropriate street clothes such as: jeans, sweat pants, shorts, muscle shirts, or thin "see through" materials.

   B. Appearance guidelines
      1. The uniform items must:
         a. Fit loose enough to allow free movement.
            Avoid excessive looseness or tightness.
         b. Be clean, in good repair, and smoothly pressed before each wearing.
      2. Undergarments required are boxer/briefs, undershirt, belt and socks (crew length only)
      3. They each must be all white.

   C. Name Badges:
      1. Required to be worn, visible at all times in the clinical setting.
2. On the front left side:
   a. Above the pocket of the lab coat unless it is permanently marked.
   b. On the shirt, **centered** between the neck and the sleeve.

D. Shoes must be:
1. **Initially New**, all white nursing shoes. May have neutral or muted color soles within reason.
2. Of a material that can be polished.
3. Of a style with a closed toe and heel (no high tops or heels, sling backs, or clogs.)
4. Cleaned, polished and buffed to a shine **every time** worn.
5. Conservative and inconspicuous brand name markings.
6. Worn with shoelaces, (if the style includes these) that are clean, all white and the appropriate length.

E. Wrist Watch Guidelines
1. Sweep second-hand required.
2. Watch face and band
   a. Width not to exceed 1 1/2 inches.
   b. **Must fit** to the wrist.
   c. Color - black, brown, white, gold or silver.
   d. Markings on face of watch, minimum 12, 3, 6, 9.

F. Pocket/Other Supplies
   a. bandage scissors   f. black ink pen
   b. pencil with eraser   g. penlight
   c. pocket saver/organizer   h. six inch ruler
   d. small note pad   i. stethoscope
   e. highlighter(any color)   j. goggles

G. External Wear
Only your lab coat or a plain white sweater may be worn for warmth as uniform attire. It must be removed for direct patient care. Other external wear may be worn for protection from the weather; however, it must be removed for direct patient care.

H. Personal hygiene guidelines/grooming:
1. Prior to arrival on duty it is required that you be clean and odorless by **recently**:
   a. Having a bath followed by use of an effective underarm deodorant (unscented).
   b. Having performed oral hygiene and used breath refresher as needed following ingestion of strongly flavored foods and each cigarette smoked.
c. Having shampooed, dried and styled your hair, it must be:

1. **ALL** secured to the head so it will **stay above** the uniform collar for the **entire time** of uniform wear.
   a. If secured with rubber bands, they must be concealed by strands of hair.
   b. If secured with bobby pins, they must closely match your hair color, be used minimally and woven into hair to conceal.

2. **Styled conservatively**
   a. Away from the eyes
   b. Bangs above the eyebrows, if worn
   c. Avoid unsecured, freely, movable ponytails

3. Having cut smoothly filed fingernails to a length not to extend beyond the fingertips. Only clear nail polish may be worn, but if chipping occurs it must all be removed.

4. Avoiding the use of scented bath powder/soap, cologne, hair spray, lotion or perfume.

5. **Having shaved** your face of hair unless you have an existing beard or mustache. If worn, they must be neatly trimmed as:
   1. A beard may not be longer than one-half inch in length.
   2. A mustache may not extend below the corners of the upper lip.

I. **Jewelry:**
   1. **Rings**
      a. Style must be small, plain and not present a hazard in the clinical setting (**without** high prongs and multiple stones).
      b. Location - on ring finger only.
      c. Number - one.
   2. **Necklace** - only one necklace may be worn if it is long enough to secure inside the uniform and is a religious medal or medical alert.
   3. **Earrings** may be worn only if they meet the following criteria:
      1. Pierced and plain (studs or posts, without design or image)
      2. One earring in each lobe of the ear.
      3. Yellow or white gold in color.
      4. Size no larger than:
         c. 3/8 in. in diameter for hoop style.
         d. 5mm (3/16 in.) for bead style.
      5. No stone settings.
   e. No bracelets or anklets may be worn except for medical reasons.

**Revised 12/07**
I, _________________________________, a student in the Nursing Program, accept all responsibilities for accident/injury/illness sustained in or related to the performance of normal class/lab/clinical activities. Therefore, I hold the college/clinical agency harmless should any accident/injury/illness occur. I am also responsible for any financial obligations that may be incurred.

______________________________  ______________________
Student’s Signature             Date

Revised 8/07
APPENDIX A

BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM
NURSING STUDENT ORGANIZATION

Section 1.

The name of this organization shall be the Bishop State Community College Nursing Student Organization. The organization shall have two (2) structures in order to promote involvement and communication among nursing students: (1) Day;(2) Evening.

Article II - Purpose

Section 1.

The purpose of this organization shall be:

A. to provide an opportunity for BSCC Nursing students to discuss matters pertinent to their welfare.

B. to serve as a vehicle of communication.

C. to serve as a vehicle for establishing a liaison between Nursing students and the Nursing Department Faculty/Staff, as well as the College as a whole.

D. to actively promote the development of a positive image for BSCC.

E. to provide a vehicle for interaction with the total BSCC student body.

F. provide opportunity for students to develop leadership skills, participate in and provide community services.

G. to provide opportunities for organized social activities.

Article III - Membership

Section 1.

For purposes of this organization only, members shall consist of all students as follows:

A. All students enrolled in First Term courses (NUR 102, 103, 104) are hereby called Freshman Class.

B. All students enrolled in Second Term courses (NUR 105, 106) and Third Term (NUR 201) are hereby called Sophomore Class.

C. All other students enrolled in NUR courses are hereby called Senior Class. NUR 107, 108, 109 are hereby called the Senior Class for Practical Nursing. NUR 202, 203, 204 (Fourth and Fifth Term) are hereby called the Senior Class for the Associate Degree Nursing.
Article IV - Officers

Section 1.

The elected officers of the BSCC Nursing Student Organization shall be the President, Vice-President, Secretary, Treasurer, Faculty Sponsors (2).

Section 2.

Election of officers will be held February of each year as follows:

A. President - The President is a member of the Senior Class. Vice-President, upon election, will progress to President when Senior students graduate. If a vacancy occurs the President will be elected from the Senior students' class.
B. Vice-President(s) - Two (2) VP's will be elected by and from the Freshman students' class.
C. Secretary - Secretary will be elected by and from the Sophomore class.
D. Treasurer - Each class will elect a Treasurer to hold that position until graduation.
E. Faculty Sponsor(s) - FS will be elected by the entire membership in February of each year; One (1) faculty from Freshman Class and one (1) faculty from Sophomore/Senior Class combined. Eligible faculty shall be any full-time permanent Nursing faculty member. The Director of Nursing is a continuous sponsor.
F. If an officer fails a course he/she will forfeit the office held. Vacancies in any office will be filled by special election by and from the appropriate class.
G. The new officers shall begin serving immediately following the election.

Section 3.

The duties of each officer shall be:

A. The President shall preside over all meetings of the Organization, shall prepare an agenda for meetings, shall appoint special committees, shall call special meetings, and shall assume other duties given him/her by the Organization and/or Faculty Sponsor.
B. The Vice-President shall assist the President, shall perform executive functions in the event that the President shall be absent and shall be chairperson of all special committees unless otherwise designated by the President. Vice-President shall have the authority to call subcommittee meetings.
C. The Secretary shall keep a written record of all meetings and shall be responsible for all correspondence of the Organization. He/she may appoint an assistant secretary in the event that he or she is unable to function. A copy of the minutes shall be submitted to the Director and the Faculty Sponsor.

D. The Treasurer shall be responsible for all monies of the Organization, shall write checks as authorized by the Organization and shall make the financial records of the Organization available at meetings once every three months or when requested by the Organization. It shall be a decision of each class as to whether or not a checking account is established. Authority shall be designated by the appropriate subcommittee.

E. Faculty Sponsors shall be resource persons for the membership, shall act as a liaison for the Organization and provide leadership at all meetings giving input as needed to the Organization.

**Article V - Dues**

**Section 1.**

Organization dues shall be as follows:

A. $1.00 per month, payable on the first of each month and non-refundable.

B. Collected and kept by each class Treasurer respectively.

C. Any student in arrears will be notified at mid-term each semester and if still in arrears at the end of the semester will forfeit membership along with its inherent rights and responsibilities in the Organization until such dues are paid.

D. Expenditures/Intake Monies shall be contributed equally by classes to support college functions:

   1. Operation of concession stand. Monies earned (after expenses) shall be equally divided among class treasuries.

   2. Presentation of NSO officers at Coronation

E. Disposition of dues will be determined by each class individually and will be exhausted.

**Article VI - Meetings**

**Section 1.**

The BSCC Nursing Student Organization will meet in January of each semester at a time and place determined by the President and Faculty Sponsor(s). The President has the power to call a meeting at any time deemed necessary. Subsequent meetings will be determined by the officers.
Article VII - Amendment

Section 1.

An amendment to the Constitution and By-Laws may be proposed by submitting a written copy of the proposed change to the President 30 days prior to a regular or called meeting. The Secretary shall make copies of the proposed change and distribute same to members of the Organization and the Faculty Sponsor at least 20 days prior to the meeting.

Section 2.

The Constitution and By-Laws may be changed by a 2/3’s vote of the total membership and faculty approval.

By-Laws

Article I - Agenda

Section 1.

The President shall prepare an agenda before each meeting.

Section 2.

Any member or faculty wishing to get a matter on the agenda shall submit their request to the President one week prior to the scheduled meeting.

Article II - Standing Committees

Section 1.

Standing committees shall be as follows:

A. Freshman Class Committee - consisting of all members enrolled in 1st First Term NUR 102, 103, 104.
B. Sophomore Class Committee - consisting of all members enrolled in 2nd and 3rd Term NUR 105, 106, 201 (combined).
C. Senior Class Committee - consisting of all members enrolled in NUR 107, 108, 109 and 202, 203, 204 (combined).
D. Welfare Committee - consisting of six (6) members, two elected from each class.

Section 2.

Duties of standing committees shall be as follows:
A. Freshman Class Committee - Conduct business concerning students in Freshman level class.

B. Sophomore Class Committee - Conduct business concerning students in Sophomore level class.

C. Senior Class Committee - Conduct business concerning students in Senior level class.

D. Welfare Committee - Shall send flowers, monies, or other items decided by the Organization to members of BSCC NSO and their immediate family members (mother, father, spouse, children) who are sick, who have deaths in the family, who marry or have children born or adopted into the family.

The Welfare Committee may also send cards to extended family members of the NSO (grandparents, grandchildren, sisters, and brothers).

Article III - Scope

Section 1.

The BSCC Nursing Student Organization will function within the policies and procedures dictated by the Administration of the Bishop State Community College and the Department of Nursing to include, but not limited to:

A. The president or designated representative is a member of the Nursing Faculty Department and therefore, invited to attend Nursing Faculty Department meetings.

B. NSO president will serve as the designated representative of the nursing program at the Coronation of Bishop State Community College.

C. The escort for the president will be a member of the NSO.

D. The president or designated officers will meet with the Director of Student Services and SGA president in the Fall Semester of each year.

E. The NSO will participate in the operation of the concession stand during basketball season, according to guidelines set forth only after the Fall Semester meeting with the Dean of Student Services.

F. NSO will represent the Nursing Program of the College in the Homecoming activities of Bishop State Community College.

G. The Class President is designated "State Board Review Organizer" for the graduating class.

H. Other activities may include, but not limited to: College Health Career Fair; Recruitment activities for Nursing; Tutorial services for fellow students; Humanitarian acts (i.e. Disaster relief); Toys for Needy Children, etc.
Article IV - Procedures

Section 1.

Meetings shall be conducted according to Robert's Rules of Order.

Article V - Elections
(reserved)
The organization as a whole has two (2) structures or bodies in order to promote involvement and communication among nursing students: 1-Day and 2-Evening.

Organizational Structure for both groups shall be:
APPENDIX B
Requirements for Licensure by Examination in Alabama

❖ A completed application for Licensure by Examination

❖ Official Transcript from your school of nursing
  ▪ Student copies are not accepted.
  ▪ Transcripts must be received at the Alabama Board of Nursing in a sealed envelope from your school of nursing.

❖ Appropriate fees ($85 for the application and an additional $50 if requesting a temporary permit)

❖ Register for NCLEX Exam with Pearson VUE (this is in addition to applying with the Alabama Board of Nursing)
  ▪ Follow the instructions in the “NCLEX Candidate Bulletin”
  or
  ▪ Register online at http://www.pearsonvue.com/nclex
  or
  ▪ Register by phone 1-866-496-2539

❖ Candidates Requesting Special Accommodations
Requests for modification of the procedures for administering the examination for candidates with disabilities, must be submitted to the Board with the application for licensure and must include an evaluation of the disability by the applicant’s licensed physician or licensed psychologist and a statement from the director of the nursing education program addressing any accommodations made during the nursing education process.

❖ Applicants who have taken NCLEX in another state
  ▪ Complete Part I of the “Out of State Repeat Examination Application” and mail the form along with a self addressed stamped envelope to the state Board of Nursing where you originally applied for licensure by exam. Contact the respective Board to see if a fee is charged for completion of the form.
  ▪ Enclose the completed form with your application packet.

❖ Temporary Permits
A first time applicant for licensure by examination may request a nonrenewable 90 day temporary permit to practice nursing. The permit will be issued upon approval of a completed application packet for licensure by examination.
  ▪ The permit will enable the applicant to practice as a Nursing Graduate under the supervision of a currently licensed registered nurse physically present in the facility and under direct supervision of a registered nurse physically present and accessible to designate or prescribe a course of action when performing more complex or advanced skills.
  ▪ A temporary permit will expire upon receipt by the applicant of notice of licensure approval and issuance of a license or license disapproval or upon notice of failure to pass the examination.
  ▪ The applicant must notify their employer immediately upon receipt of notice of failure to pass the examination or of licensure disapproval.
Payment
- Fees may be paid by money order, certified check, cashier’s check, corporate or business check and personal check. (Please note the restrictions of personal checks.)
- Counter checks are not an acceptable method of payment. Personal checks shall be imprinted with the name, address and account number of the licensee.
- Personal checks by third parties (spouse, friend, parents, etc.) are not acceptable. Again, the name of the applicant or licensee must be imprinted on the check.
- Personal checks on out-of-state banks are not acceptable.
- Applicants or licensees who have checks returned to due to insufficient funds may be prohibited from paying any future fees by personal check. As of January 1, 2003, the bad check charge will be $30.

Applicants from Outside the United States:
A social security number is required prior to issuance of a license.
- Provide certification from the Commission of Graduates of Foreign Nursing Schools (CGFNS). Also, have a full course by course evaluation package furnished by CGFNS forwarded to the AL Board of Nursing
- Be a graduate of a nursing education program approved by the proper authorities in the country where the program is located.
- Meet the requirements for nursing program content employed as criteria for approval in Alabama at the time of the applicant’s graduation.
- Make up any educational deficiencies.
- Provide proof of completion of secondary school or its equivalent.
- Pass the National Council Licensure Examination (NCLEX).

If your address changes following submission of this application, notify the Board office immediately.

Applicant check list:
- Completed Application for Licensure by Examination
- Official Transcript from your school of nursing
- Out of state repeat examination application (if applicable)
- Documentation for any “yes” answers to the Regulation questions (if applicable)
- Appropriate payment of fees to the Alabama Board of Nursing
- Register for NCLEX with Pearson VUE

Applicants can complete the Application for Licensure by Exam and pay the fee to the Alabama Board of Nursing using a credit or debit card under the online services section of the Board’s website at www.abn.state.al.us. Official transcripts still need to be mailed.

Repeat Examination Applicants
- Complete the Application for Licensure by Exam
- Pay the $85 fee
- Register for NCLEX with Pearson VUE

Revised 11/04/05
APPLICATION FOR LICENSURE
BY EXAMINATION

Alabama Board of Nursing
P.O. Box 303900
Montgomery, AL 36130-3900
Telefone: 1-800-656-5318
Fax: 334-242-4360
Email: abn@abn.state.al.us

CHECK (✓) APPLICABLE BOXES

□ FIRST TIME APPLICANT FOR NCLEX EXAM:
  □ RN (Enclose $85 fee)
  □ LPN (Enclose $85 fee)
  □ Temporary Permit (Enclose $50 fee)

□ REPEAT APPLICANT FOR NCLEX EXAM:
  □ RN (Enclose $85 fee)
  □ LPN (Enclose $85 fee)
  Not eligible for Temporary Permit

***IMPORTANT***
COMPLETE THIS FORM AND INCLUDE ALL FEES, AND DOCUMENTS AS INSTRUCTED AND MAIL TO THE ALABAMA BOARD OF NURSING.
AT THE SAME TIME, REGISTER FOR THE NCLEX EXAM FOLLOWING THE INSTRUCTIONS IN THE “NCLEX CANDIDATE BULLETIN”. THE BOARD OF NURSING WILL NOT SEND CONFIRMATION OF RECEIPT FOR EXAM APPLICANTS.

LEGAL NAME

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</thead>
</table>

LIST ANY PREVIOUSLY USED NAMES/ALIASES

SOCIAL SECURITY NUMBER DATE OF BIRTH GENDER: MALE ☐ FEMALE ☐

PERMANENT STREET ADDRESS

CITY COUNTY STATE ZIP CODE

DAY-TIME PHONE FAX EMAIL

NURSING PROGRAM (Name, City, State) PROGRAM CODE

DATE OF COMPLETION (Date must agree with transcript) DIPLOMA OR DEGREE AWARDED

ARE YOU REQUESTING A TEMPORARY PERMIT? NO ☐ YES ☐ If YES, include name/address of anticipated employer, if available.

HAVE YOU EVER TAKEN THE NCLEX EXAM FOR THIS LICENSE TYPE? YES ☐ NO ☐ (If NO, skip to REGULATION questions)

NAME USED ON LAST APPLICATION TO TEST

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
</table>

LIST ALL DATES AND STATES WHERE YOU HAVE APPLIED FOR LICENSURE BY EXAMINATION FOR THIS TYPE OF LICENSE:

REGULATION

If the answer to any of the following questions is YES, attach a detailed explanation and CERTIFIED copies of all pertinent records, treatment records, military and/or records from another board of nursing. If this information has been previously submitted to this Board, please indicate that and when disclosure occurred. Allow additional time for “YES” answers to be reviewed.

1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? YES ☐ NO ☐
2. Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? YES ☐ NO ☐
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? YES ☐ NO ☐
4. Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? YES ☐ NO ☐
5. Have you ever had disciplinary action or is action pending against you by any state board of nursing? YES ☐ NO ☐
6. Have you ever been placed on a state and/or federal abuse registry? YES ☐ NO ☐
7. Have you ever been court martialed/disciplined or administratively discharged by the military? YES ☐ NO ☐

Incomplete Form – Affidavit & Signature Missing – See complete application on-line
WHAT IS HEPATITIS B?

Hepatitis is an inflammation of the liver which can be caused by various toxins, medications, or infectious agents. Most infectious hepatitis is caused by viruses: some of these viruses are identified by the letters “A” and “B” and one or more grouped under the designation “non-A/non-B.”

Hepatitis A is usually transmitted by the oral route, but may be transmitted parenterally. Hepatitis non-A/non-B accounts for most of the cases of post-parenterally, through breaks: in the skin, needle punctures, administration of blood products, etc., but also may be transmitted through intimate contact of any type. Hepatitis B may lead to chronic carrier state, chronic liver disease, and occasionally death from liver failure. The hepatitis vaccine protects only against the virus causing hepatitis B.

Acutely infected individuals and chronic carriers of hepatitis B can be identified by laboratory tests that detect part of the protein that is on the surface of virus. This protein is called the “hepatitis B surface antigen” and can be detected in the blood and body fluids of infected individuals. Some of the body fluids known to contain this antigen, include saliva, semen, urine, tears, vaginal secretions, bile and breast milk.

Although many people with hepatitis may feel or look ill, up to 50% (percent) of people with hepatitis B infection will be unaware that they have contracted the virus. In a hospital setting, a patient with unknown and/or undiagnosed hepatitis B may be the source of the infection to others.

WHAT IS THE HEPATITIS B VACCINE?

This preparation is a non-infectious subunit viral vaccine derived from hepatitis B surface antigen produced in yeast cells. The vaccine is free of association with human blood or blood products. The healthy adult vaccine requires a series of three vaccine injections with the second and third injections being given at 1 and 6 months after the first. With proper administration, the vaccine is greater than 90%(percent) effective in preventing infection in susceptible vaccines. It is possible that immunity produced by this vaccination will decrease with time and boosters will have to be given to ensure protection.
APPENDIX D

Hepatitis “B” Vaccination
Informed/Consent/Refusal

I have received information regarding Hepatitis “B”, Hepatitis “B” vaccine, and universal precautions.

The undersigned __________________________, a student of __________________________ of __________________________, accepts the responsibility to receive the Hepatitis “B” Vaccination at own expense. It is the undersigned’s understanding that the Hepatitis “B” virus constitutes a serious occupational hazard to students who are exposed to said virus. Therefore immunization against it is prudent.

Furthermore, the undersigned has been informed of the possibility of an adverse side effect of immunization.

Predicated on the above, the undersigned consent to have said vaccination at own expense and agrees to hold said institution, its agents and employees, harmless if any problem develops as a result of such vaccination. He/she acknowledges that the institution has not coerced the undersigned in any way to sign this consent, and has further offered the undersigned the time and privilege to seek legal advise before signing.

______________________________
Student

______________________________
Date

Informed /Refusal

The undersigned, __________________________ a student of __________________________ of __________________________, has been informed by the institution that exposure to the Hepatitis “B” virus by a health care provider/student nurse is a serious occupational hazard.

The undersigned hereby declines to have the Hepatitis “B” vaccination, and so indicates by executing this “informal refusal” form. He/she agrees to hold said institution harmless for any physical and/or financial problems if she/he contracts the Hepatitis “B” virus. He/she acknowledges that the institution has not coerced the undersigned in any way to sign this consent, and has further offered the undersigned the time and privilege to seek legal advice before signing.

______________________________
Student

______________________________
Date

Reviewed 8/07
APPENDIX E

BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

AIDS INFECTION CONTROL GUIDELINES

1. Wear gloves in the following situations with all patients:
   - When touching blood and body fluids, mucous membranes, or non-intact skin;
   - When handling items or surfaces soiled with blood or body fluids;
   - When performing venipuncture or other vascular access procedures.

2. Change gloves after contact with each patient.

3. Wear masks and protective eyewear or face shields during procedures that are likely to generate droplets of blood or body fluid.

4. Wear gowns or aprons during procedures where blood or body fluid splashes are likely.

5. Wash your hands and other skin surfaces immediately and thoroughly if they become contaminated with blood or body fluids.

6. Wash your hands immediately after removing gloves.

7. Do not recap, bend, or break needles or other sharp objects.

8. Place used sharps in puncture-resistant container located as close as possible to the area of use.

9. Place large-bore reusable needles in a puncture-resistant container for transport to reprocessing areas.

10. Use mouthpieces, resuscitation bags, and other ventilation devices for resuscitation.

11. Don’t care for patients directly or handle patient care equipment if you have exudative lesions or weeping dermatitis.

12. Traditional “blood and body fluid” precautions previously recommended by CDC for AIDS patients are no longer necessary under universal precautions. However, follow other isolation precautions (enteric, acid-fast bacilli) as necessary if associated conditions (infectious diarrhea or tuberculosis) are diagnosed or suspected.

13. During invasive procedures, if a glove is torn or other injury from a used sharp occurs, replace the glove with a new one as soon as possible. Remove the needle or instrument involved in the incident from the sterile field.

14. Wear gloves and gowns when performing or assisting in vaginal or cesarian deliveries when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant’s skin. Also wear gloves during post-delivery care of the umbilical cord.

15. Place all blood and body fluid specimens in sturdy container with a secure lid. Avoid contaminating the outside of the container.

16. Wear gloves when processing blood and body fluid specimens.

THESE GUIDELINES ARE TO BE USED IN CONJUNCTION WITH CLINICAL POLICIES AND PROCEDURES.

Reviewed 8/07
APPENDIX F

ACADEMIC DISHONESTY PROCEDURE

I. Purpose

This procedure establishes a process for dealing with charges of academic dishonesty which respects the professional integrity of the faculty members in evaluating student performance and protects the right of due process for the student.

Academic dishonesty is defined as any action inconsistent with the standards of student conduct at Bishop State Community College. Academic dishonesty includes the following actions as well as other similar conduct aimed at making false representation with respect to academic performance.

II. Procedure

A. Preliminary Conferences

1. The faculty member confronts the student in a timely and professional manner to inform the student of the alleged act(s) of academic dishonesty of which the student is accused. If there is an admission of guilt from the student, the faculty member indicates the sanction(s) he/she feels to be most appropriate (See Level I sanctions listed). The decision to impose a sanction is the responsibility of the faculty member. If Level I sanctions are suggested by the faculty member, and these are accepted by the student, the incident is considered closed and not subject to any further action. The faculty member provides the Director of Nursing with a written report of the incident for the departmental files. If the faculty member believes Level II sanctions should be imposed the matter is referred to the Director of Nursing.

2. If the student does not admit guilt or questions the severity of a sanction, or if the faculty member has recommended Level II sanctions a Faculty Committee conference is held in which to discuss the alleged act(s) of academic dishonesty. The conference is held as quickly following the initial charge as possible. The Director of Nursing advises the student of the rights he/she possesses under these procedures.

If, at this conference, there is agreement reached as to the validity of the charge and/or the nature of the sanctions at Level II to be imposed, the incident is considered closed and not subject to any further action. If there is no agreement in the conference, or Level II Sanctions are imposed the student is advised of the academic and non-academic grievance procedure and channels of communication shall be followed.
The chairperson writes a memorandum of record concerning the disposition of the incident for the departmental files, and notifies the Division Chairperson, the Academic Dean, or Division Chairperson, Academic Dean, and Director of Student Personnel Services.

The Academic Dean may choose to review the disposition of the incident and to suggest further actions, if any, to the Director of Nursing.

B. Administrative Hearing

The Director of Nursing may recommend that Level II sanctions be imposed, or the student may appeal the Level I or II sanctions imposed by the faculty member and/or the Director of Nursing. The grievance procedure for academic and/or non-academic actions shall be considered as the student’s right to due process. (See College Grievance Committee Policy and Procedures).
APPENDIX G

COUNSELING PROGRAM IN NURSING EDUCATION

The purpose of the Counseling Program in Nursing Education is to assist potential Nursing students, pre-Nursing students, Nursing students, and graduates to achieve career and personal goals. To facilitate this purpose, the Counseling Program utilizes the Meyer-Briggs Type Indicator (Personality Inventory) to assess teaching style of instructors and learning style of students. Problem solving on academic as well as personal problems is facilitated by using the results of this inventory along with class grades, instructor assessments, educational testing. Individualized plans are developed to minimize or alleviate the barriers to academic success. The Counseling Program with this as a framework focuses on the provision of:

1. INFORMATION- which will assist students in exploring alternative and making alternative and making sound decisions concerning life goals in the areas of:
   * Academic Advisement
   * Career Paths and Alternatives
   * Articulation to the Bachelor’s Degree

2. DEVELOPMENTAL COUNSELING- to teach life-coping skills for life crises in the areas of:
   * Stress Management
   * Planning and Time Management
   * Provide referral to Community Agencies

3. CRISIS INTERVENTION- for academic and personal problems is provided through:
   * Individual Counseling
   * Developmental of plans to deal with crises
   * Referral to Community Agencies

4. ACADEMIC ENRICHMENT AND REMEDIATION-which includes reading skills, study skills, academic motivation, and referral for tutorial assistance as needed.
   * Educational testing for identification of student academic skills level
   * Individual and group instruction and practice utilizing study skills techniques and strategies

5. EARLY INTERVENTION COUNSELING-focusing on techniques and strategies to prevent academic, career, and personal problems.
   * Role transition including non-student to student and student to Licensed Nurse

Counseling services are available to students during regular office hours as posted. These services may be accessed by self-referral, instructor referral, or initiated by the HRP Counselor. The nursing counselor may be reached in Room 106 on the Baker-Gaines Central Campus at (251)405-4429.

Reviewed 8/07

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APPENDIX H

GRADUATION

STUDENT RESPONSIBILITY FOR GRADUATION

Students are expected to acquaint themselves with and observe regulations and policies contained in the College Catalog and Student Handbook.

It is the responsibility of the students to file an application for graduation at the proper time, to meet the graduation requirements of the College in their particular programs of study, and to maintain at least the minimum required grade point average (GPA). Counselors and faculty advisors will serve as guides, but the final responsibility belongs to the students.

A student is eligible for graduation when:

1. All credit hours required in the student’s curriculum have been satisfactorily completed.

2. All financial obligations to the College have been met, including the payment of graduation fees.

3. An official application for graduation and awarding of a degree, certificate, or diploma had been filed with the Registrar 30 days prior to the beginning of the last semester of attendance at Bishop State. In addition, the requirements for degrees, certificates, and diplomas must be met as stipulated in the College Catalog.

Nursing students are advised to see their Nursing Advisor for graduation check of course requirements, official check will be performed by the Registrar one semester prior to expected graduation. Nursing students are required to see their Nursing Advisor for academic advisement that may result in the student not meeting graduation requirements.

FINANCIAL EXPECTATIONS TOWARD GRADUATION- (approximate expenses)

- Alabama Licensure Application Fee - $85.00 (ABN)
- NCLEX Registration Fee - $200.00 -price subject to change
- Temporary Work Permit - $50.00
- Passport Photos - $10.00 (estimated)
- Pin - $110.00 (gold) -price subject to change
- Cap, Gown, Diploma - $40.00 (gold-filled) -price subject to change
- Cap, Gown, Diploma - $40.00

Reviewed 8/07
APPENDIX I

BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

SKILLS LABORATORY FOR NURSING (SLN)

PURPOSE:

The Skills Laboratory for Nursing is a clinical simulation setting for the acquisition and achievement of nursing techniques.

GUIDELINES:

1. The Skills Laboratory for Nursing is for the use of students currently enrolled in the Nursing Program and applicants to the program.

2. Nursing faculty shall schedule planned use of lab with the clinical coordinator.

3. When the lab is not in use for planned demonstrations, students may practice skills on an individual basis under the supervision of a nursing instructor.

4. Students and faculty are responsible for replacing items used in storage cabinets and leaving the area tidy.

5. No smoking, eating, or drinking allowed in the lab.

Reviewed 8/07
APPENDIX J

BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

GUIDELINES FOR STUDENT NURSE REPRESENTATIVES (CLASS PRESIDENT)
ATTENDING FACULTY MEETINGS

1. Faculty meetings are announced. Please verify the date and time with the department secretary or the director. The meeting will usually last 1-1/2 hours.

2. If unable to attend, appoint another representative in your absence.

3. Have any major student concerns ready for discussion. This includes concerns verbalized by the majority of the class.

4. Be prepared to respond to faculty questions concerning the nursing class.

5. Make note of any questions the faculty may wish you to present for class polling.

6. Make note of any announcements you are to relay to all members of your class.

7. The faculty welcomes your active participation.

8. Student representatives will be asked to leave before the faculty discusses any student progressions.

Revised 8/07
APPENDIX K

NCLEX
SUGGESTIONS for PREPARATION

In preparing for the next examination, several options are available to you. The following is a list of those options which are offered as suggestions only. These can be used individually or in conjunction with each other. You must decide what will best meet your study needs.

1. Class notes and textbooks—Review current class notes and nursing texts. Remember to use up-to-date resources as nursing knowledge changes rapidly.

2. Review books—Most companies that publish nursing textbooks also publish review books. These may be purchased at a book store. Books addressing the NCLEX Test Plan will better assist you in preparing for the examination. If having enough time to complete the examination is a problem for you, utilize the review books to time yourself at approximately one minute per question. For example, set a timer for 45 minutes and answer 45 questions.

3. Review courses—Review courses are often available through local schools of nursing or hospitals/clinical agencies. Contact these organizations for accessible review courses. Some of these courses present audio tapes/videos, while others offer personal instructors for interaction. Choose the type of course that best suits your needs.

4. Employment as a nursing assistant—Although you are not eligible for a temporary work permit as a Nursing Graduate, some health care agencies will allow you to work as a nursing assistant. This position will enable you to become involved with a variety of patient care needs.

5. Additional study at a local school of nursing—Many schools of nursing allow you to audit theory or clinical nursing courses. Auditing nursing courses allows you to obtain up-to-date nursing knowledge and skills. Contact a local school of nursing to obtain information regarding the feasibility of this option.

6. Computer Lab—Central Campus. See posted schedule for hours of operation.

These suggestions have been provided in order to render assistance in preparing for the NCLEX. The Alabama Board of Nursing does not endorse textbooks, review books, or review courses and is not responsible for the content. If you have any questions, please do not hesitate to contact the Board of Nursing office at (800) 656-5318.

Revised 8/07
**APPENDIX L**

**Nursing Program**

*Estimated Minimum Costs*

<table>
<thead>
<tr>
<th></th>
<th>Career Mobility (LPN to RN) (4 Semesters)</th>
<th>Generic - RN (5 Semesters) Minus Prereq Courses</th>
<th>PN (3 Semesters) Minus Prereq Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Tuition @ $109.00/credit hour</em> (Includes Tech. &amp; Fac. Fees)</td>
<td>$2,943.00</td>
<td>$4,578.00</td>
<td>$3,815.00</td>
</tr>
<tr>
<td>Books (Estimate)</td>
<td>$736.39</td>
<td>$736.39</td>
<td>$723.39</td>
</tr>
<tr>
<td>Supplies and Nurse Kit</td>
<td>$109.97</td>
<td>$109.97</td>
<td>$109.97</td>
</tr>
<tr>
<td>Uniforms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>$124.80</td>
<td>$124.80</td>
<td>$124.80</td>
</tr>
<tr>
<td>Female</td>
<td>$116.80</td>
<td>$116.80</td>
<td>$116.80</td>
</tr>
<tr>
<td>Shoes</td>
<td>$49.95</td>
<td>$49.95</td>
<td>$49.95</td>
</tr>
<tr>
<td>Other Fees:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Testing Fees -</strong></td>
<td>$213.00-1&lt;sup&gt;st&lt;/sup&gt; Sem.** $187.00-3&lt;sup&gt;rd&lt;/sup&gt; Sem.</td>
<td>$213.00-1&lt;sup&gt;st&lt;/sup&gt; Sem.** $187.00-3&lt;sup&gt;rd&lt;/sup&gt; Sem.</td>
<td>$166.00-1&lt;sup&gt;st&lt;/sup&gt; Sem.** $139.00-3&lt;sup&gt;rd&lt;/sup&gt; Sem.</td>
</tr>
<tr>
<td>Licensure (NCLEX Exam, ABON License - Reg. and/or Temp.)</td>
<td>$335.00</td>
<td>$335.00</td>
<td>$335.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>***Liability Insurance - ($14.50 per year)</td>
<td>$29.00</td>
<td>$29.00</td>
<td>$14.50</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Background Check</td>
<td>$17.00</td>
<td>$17.00</td>
<td>$17.00</td>
</tr>
</tbody>
</table>

* On-Line course fees are not reflected in tuition
** Testing Fees will vary. Contact Nursing Office
*** Student Liability Insurance is $14.50 each calendar year (every 12 months)

Total Estimated Minimum Cost for LPN Career Mobility Program:  
Male - $4,810.11  
Female - $4,802.11

Total Estimated Minimum Cost for RN Generic Program:  
Male - $6,445.11  
Female - $6,437.11

Total Estimated Minimum Cost for PN Program:  
Male - $5,559.61  
Female - $5,551.61

Tuition for Non-Residents of Alabama:  
Students who are not residents of Alabama and/or who are not citizens of the United States shall pay 2.0 times the rate as stated above.

*Please Note: All prices are subject to change without prior notice!*

Revised 8/10
## Appendix M

**Bishop State Community College**  
**Nursing Program**  
**Core Performance Standards for Admission and Progression in the Nursing Program in Compliance with the Americans with Disabilities Act (ADA) (1)**

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
<td>Critical thinking ability sufficient for clinical judgement</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds</td>
<td>Establish rapport with patients/clients and colleagues</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
<td>Explain treatment procedures, health teaching document and interpret nursing actions and patient/client responses</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces</td>
<td>Moves around in patient’s rooms, work spaces, and treatment areas, administer cardiopulmonary procedures</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
<td>Calibrate and use equipment, position patients/client</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs</td>
<td>Hears monitor alarm, emergency signals, auscultatory sounds, cries for help</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care</td>
<td>Observes patient/client responses. Read charts and monitors</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertions of a catheter (sterile technique) (1)</td>
</tr>
<tr>
<td>ISSUE</td>
<td>STANDARD</td>
<td>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Physical</td>
<td>Physical demands strength rating reflects the estimated overall strength requirements which are considered to be important for average successful work performance. <strong>Medium Work</strong> – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force to move objects. (3)</td>
<td>Assists in lifting, transferring, and moving patients</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF GENERAL DUTY (STAFF NURSE), ACCORDING TO DICTIONARY OF OCCUPATIONAL TITLES, 1991**

The General Duty Nurse (Staff Nurse) provides nursing care to patients in hospital, infirmary, or similar health care facility. Administers prescribed medications and treatments in accordance with approved nursing techniques. Prepares equipment and aids physician during treatment and examinations of patients. Observes patient, records significant conditions and reactions, and notifies supervisor or physician of patient’s conditions and reactions to drugs, treatments, and significant incidents. Takes temperature, pulse, blood pressure and other vital signs to detect deviations from normal and assess condition of patient. May rotate among various clinical services of institution, such as obstetrics, surgery, orthopedics, outpatient and admitting, pediatrics and psychiatry. May prepare rooms, sterile instruments, equipment and supplies, and hand items to surgeon, obstetrician, or other medical practitioner. May make beds, bathe, feed patients. May serve as leader for group of personnel rendering nursing care to a number of patients. (2)

**REFERENCES**


# Appendix N

## Department of Nursing

**Baker-Gaines Central Campus**

**Faculty Advisement Schedule – Academic Year 2010-2011**

<table>
<thead>
<tr>
<th>Faculty Advisor</th>
<th>Location</th>
<th>Nursing Students’ Last Name by Alphabet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cora Carter</td>
<td>Office 207-B</td>
<td>C, P, V</td>
</tr>
<tr>
<td><a href="mailto:ccarter@bishop.edu">ccarter@bishop.edu</a></td>
<td>405-4472</td>
<td></td>
</tr>
<tr>
<td>Vesta Fairley</td>
<td>Office 206-D</td>
<td>J, T</td>
</tr>
<tr>
<td><a href="mailto:vfairley@bishop.edu">vfairley@bishop.edu</a></td>
<td>405-4467</td>
<td></td>
</tr>
<tr>
<td>Victoria King</td>
<td>Office 209-F</td>
<td>H, O, S</td>
</tr>
<tr>
<td><a href="mailto:vking@bishop.edu">vking@bishop.edu</a></td>
<td>405-4493</td>
<td></td>
</tr>
<tr>
<td>Emma Perry</td>
<td>Office 209-G</td>
<td>G, L, Z</td>
</tr>
<tr>
<td><a href="mailto:eperry@bishop.edu">eperry@bishop.edu</a></td>
<td>405-4494</td>
<td></td>
</tr>
<tr>
<td>Jacqueline Smith</td>
<td>Office 207-E</td>
<td>D, I, M, Q</td>
</tr>
<tr>
<td><a href="mailto:jsmith@bishop.edu">jsmith@bishop.edu</a></td>
<td>405-4475</td>
<td></td>
</tr>
<tr>
<td>Kendra Strenth</td>
<td>Office 208-C</td>
<td>A, K, U, Y</td>
</tr>
<tr>
<td><a href="mailto:kstrenth@bishop.edu">kstrenth@bishop.edu</a></td>
<td>405-4482</td>
<td></td>
</tr>
<tr>
<td>Andretta Taylor</td>
<td>Office 209-E</td>
<td>B, F, R, X</td>
</tr>
<tr>
<td><a href="mailto:ataylor@bishop.edu">ataylor@bishop.edu</a></td>
<td>405-4492</td>
<td></td>
</tr>
<tr>
<td>Michael Williams</td>
<td>Office 106-G</td>
<td>E, N, W</td>
</tr>
<tr>
<td><a href="mailto:mwilliams@bishop.edu">mwilliams@bishop.edu</a></td>
<td>405-4432</td>
<td></td>
</tr>
</tbody>
</table>

Revised 8/31/10
APPENDIX O

BISHOP STATE COMMUNITY COLLEGE
DRUG SCREENING AUTHORIZATION AND CONSENT

AUTHORIZATION CONSENT (to be completed by applicant)

I, ________________________________, do hereby give my consent to Bishop State Community College and its affiliated organizations to perform a drug screen examination to determine the presence of illicit/abused substances.

I further give my permission for Bishop State Community College and its affiliated organizations to release the results of such test to other authorized agents if deemed necessary. I understand that these results are confidential and will not be otherwise released without my authorization.

Drugs taken in the last thirty (30) days:

<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Conditions for Which Taken</th>
<th>Prescribing Physician</th>
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</thead>
<tbody>
<tr>
<td></td>
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Accuracy in listing these medications are important because test results will sometimes need to be interpreted in light of such information. Consent is hereby given to confirm such information with the above listed prescribing physician. Results of this test are final after validation of failed samples and can only be contested by another sample from another clinical laboratory if the sample is taken the same day during the same hour.

I certify that I have received information about nursing program drug screening policy and acknowledge that I am aware of the circumstance for rejecting a drug screening or failing a drug screening.

__________________________  ____________________________
BSCC Official                 Applicant’s Signature

__________________________  ____________________________
Mailing Address               Date

__________________________  ____________________________
City, State, Zip               Telephone Number

Reviewed 8/07

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APPENDIX P

AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CIVIL/CRIMINAL HISTORY, CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

As part of its training process, BISHOP STATE COMMUNITY COLLEGE NURSING PROGRAM routinely obtains civil/criminal history, consumer history, consumer and/or investigative consumer reports and/or credit information on students for nursing program clinical placement. The information contained in these reports may be used to deny an individual placement with selected BISHOP STATE COMMUNITY COLLEGE NURSING PROGRAM participating facilities for clinical experience.

I, the undersigned student, do hereby authorize BISHOP STATE COMMUNITY COLLEGE NURSING PROGRAM, by and through an independent contractor, Bullet Investigations ("the Agency") to procure a consumer report and/or investigative consumer report on me prior to enrollment.

These above-mentioned reports may include, but are not limited to, employment and education and verifications of same; personal references; personal interviews; personal credit history based on reports from any credit bureau; driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and/or any other public record.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report prepared on me upon my written request to the Agency that is made within a reasonable time after the date hereof. I also understand that I may request a written summary of my rights under 15 USC 1681 et.seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above, to disclose the same to BISHOP STATE COMMUNITY COLLEGE NURSING PROGRAM and/or clinical placement facilities and through the Agency, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies, and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release BISHOP STATE COMMUNITY COLLEGE NURSING PROGRAM, the Agency, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering, and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report and/or civil/criminal history hereby authorized.

I hereby release all information that may be found in the process of a investigative report to be disseminated to following selected clinical facilities:

- Crowne Mobile
- Sea Breeze
- Cogburn Inc.
- Cogburn Mid-Town
- Allen Memorial
- Kindred Care
- Infirmary Health Systems
- Providence Hospital
- Searcy Hospital
- USA Medical Center
- USA Children’s & Women’s Hospital
- Springhill Memorial Medical Center

Printed Name:

Other Names/Alias:

Social Security Number:

Date of Birth: / / Gender: Male Female

*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.

I hereby certify that the above information is true and correct. I understand that falsification of any of the above information may lead to discipline, termination, and/or denial of enrollment.

Signed Name: ___________________________ Date: ___________________________
BISHOP STATE COMMUNITY COLLEGE
DEPARTMENT OF NURSING

REQUEST TO REPEAT/TAKE A NURSING COURSE

Name_________________________________________________________

Student Number________________________________________________

Home Phone #_______________________  Cell Phone #_______________________

PN  RN  CM  Day  Evening

Current GPA:______________

I am requesting permission to repeat/take NUR________ for the Fall/Spring/Summer__________
(Circle One) (Course #) (Circle One) (Year)

I am requesting permission to repeat/take NUR________ for the Fall/Spring/Summer__________
(Circle One) (Course #) (Circle One) (Year)

I am requesting permission to repeat/take NUR________ for the Fall/Spring/Summer__________
(Circle One) (Course #) (Circle One) (Year)

_____________________________________________  __________________________
Signature                                        Date

_____________________________________________
Printed Name

Note: As part of the Nursing team, we seek your input as we plan for the upcoming term. We will assist you in any way that we can. Please be aware that for any College course to make, there must be a minimum of thirteen (13) enrollees during the Summer Term and ten (10) during the Fall and Spring Semesters. This request does not guarantee placement in the desired Nursing courses. Completion of this form will assist us in planning clinicals for Nursing courses. This form is due within seventy-two (72) hours after final grades are posted. Weekends and Holidays are not included. Return this form to Suite 210-Central Campus.

Reviewed 12/07
APPENDIX R

BISHOP STATE COMMUNITY COLLEGE
Department of Nursing

Readmission/Reinstatement to Nursing

Name________________________________________________________________________

Student Number______________________________________________________________

Home Phone #__________________________  Cell Phone #__________________________

Last Semester Attended: ___________________________  ____________________________
                  (Semester/Term)  (Year)
                  _____Day  _____Evening

I am requesting permission to repeat/take NUR________for the Fall/Spring/Summer________
                  (Circle One)  (Course #)  (Circle One)  (Year)

I am requesting permission to repeat/take NUR________for the Fall/Spring/Summer________
                  (Circle One)  (Course #)  (Circle One)  (Year)

I am requesting permission to repeat/take NUR________for the Fall/Spring/Summer________
                  (Circle One)  (Course #)  (Circle One)  (Year)

_____________________________________________  __________________________________
Signature            Date

_____________________________________________
Printed Name

Note: As part of the Nursing team, we seek your input as we plan for the upcoming term. We will assist you in any way that we can. Please be aware that for any College course to make, there must be a minimum of thirteen (13) enrollees during the Summer Term and ten (10) during the Fall and Spring Semesters. **This request does not guarantee placement in the desired Nursing courses.** Completion of this form will assist us in planning clinicals for Nursing courses. **This form is due thirty (30) days prior to the beginning of the semester which is requested.** Return this form to Suite 210-Central Campus.

Reviewed 8/07
# NURSING PROGRAM TRANSFER FORM

**Filing Date________________________**

**REQUEST FOR:**
- READMISSION ☐
- TRANSFER ☐

**CURRENT PROGRAM:**
- GENERIC ☐
- MOBILITY ☐
- PRACTICAL NURSING ☐

**CURRENT SEMESTER/TERM:**
- FALL ☐
- SPRING ☐
- SUMMER ☐

**CURRENT CLASS:**
- DAY ☐
- EVENING ☐

**TRANSFER TO:**
- DAY CLASS ☐
- EVENING CLASS ☐
- FALL ☐
- SPRING ☐
- SUMMER ☐

**PN PROGRAM**
- GENERIC ☐
- MOBILITY ☐

Name:___________________________________________

Address:______________________________________________________________________________

City:__________________________ State:________________________ Zip Code:__________________

Telephone:(_________ )___________________________ Student Number #:____________________

*Request for Transfer/Re-Admission is neither automatic or guaranteed. Requests are evaluated by the Nursing Admissions Committee utilizing criteria from ACS. All prerequisite requirements must be met in order for any request to be granted. Decisions on all applications are based on meeting this criteria and available space in each area of the program.

**IMPORTANT**

This request form must be completed and submitted to Bishop State Community College, Baker-Gaines Central Campus, Student Development Office, Suite 106 or Nursing Office, Suite 210 by June 30th for any FALL Semester changes, by November 3rd for any SPRING semester changes and April 1st for any SUMMER Term changes. No request will be acted on after these deadline dates for either semester/term. If the timeframe that you desire is missed, you must submit a new request.

**NO APPLICATION WILL BE KEPT ON FILE.**

---

### FOR NURSING ADMISSIONS COMMITTEE USE ONLY

**Student Signature**

**Date**

=================================================================================================

**ACTION TAKEN:**
- APPROVED ☐
- DENIED ☐

**COMMITTEE MEMBER SIGNATURE**

**DATE**

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## APPENDIX T

### Faculty/Staff Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Office Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Rawson, Director</td>
<td>210</td>
<td>405-4497</td>
<td><a href="mailto:krawson@bishop.edu">krawson@bishop.edu</a></td>
</tr>
<tr>
<td>Iris Taylor</td>
<td>210</td>
<td>405-4503</td>
<td><a href="mailto:iyelling@bishop.edu">iyelling@bishop.edu</a></td>
</tr>
<tr>
<td>Mary Thompson</td>
<td>210</td>
<td>405-4495</td>
<td><a href="mailto:mthompson@bishop.edu">mthompson@bishop.edu</a></td>
</tr>
<tr>
<td>Symentha McDonald</td>
<td>226</td>
<td>405-0037</td>
<td><a href="mailto:smcdonald@bishop.edu">smcdonald@bishop.edu</a></td>
</tr>
<tr>
<td>Andretta Taylor</td>
<td>209-E</td>
<td>405-4492</td>
<td><a href="mailto:ataylor@bishop.edu">ataylor@bishop.edu</a></td>
</tr>
<tr>
<td>Victoria King</td>
<td>209-F</td>
<td>405-4493</td>
<td><a href="mailto:vking@bishop.edu">vking@bishop.edu</a></td>
</tr>
<tr>
<td>Emma Perry</td>
<td>209-G</td>
<td>405-4494</td>
<td><a href="mailto:eperry@bishop.edu">eperry@bishop.edu</a></td>
</tr>
<tr>
<td>Cora Carter</td>
<td>207-B</td>
<td>405-4472</td>
<td><a href="mailto:ccarter@bishop.edu">ccarter@bishop.edu</a></td>
</tr>
<tr>
<td>Kendra Strenth</td>
<td>208-C</td>
<td>405-4482</td>
<td><a href="mailto:kstrenth@bishop.edu">kstrenth@bishop.edu</a></td>
</tr>
<tr>
<td>Jacqueline Smith</td>
<td>207-E</td>
<td>405-4475</td>
<td><a href="mailto:jsmith@bishop.edu">jsmith@bishop.edu</a></td>
</tr>
<tr>
<td>Michael Williams</td>
<td>106-G</td>
<td>405-4432</td>
<td><a href="mailto:mwilliams@bishop.edu">mwilliams@bishop.edu</a></td>
</tr>
<tr>
<td>Vesta Fairley</td>
<td>206-D</td>
<td>405-4467</td>
<td><a href="mailto:vfairley@bishop.edu">vfairley@bishop.edu</a></td>
</tr>
</tbody>
</table>
What is your idea?

We are listening!

FEEDBACK GUIDELINES

PURPOSE: The Feedback Form is a vehicle of written communication for constructive criticism and student input into the following areas:

- Curriculum
- Teaching Strategies
- Resources and Services of the Central Campus Multimedia Center
- Miscellaneous

The forms are available in the classrooms and in the Nursing Computer Lab of the Baker-Gaines Central Campus. The student should place the completed forms in the folder provided in each area and they will be channeled to the appropriate individual.

You are encouraged to use the feedback forms!!!