NURSING STUDENT HANDBOOK

Policies & Procedures

2016-2017 Academic Year

BAKER-GAINES CENTRAL CAMPUS
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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 as you progress. 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

Faculty and Staff
Department of Nursing
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

PURPOSE of the NURSING STUDENT HANDBOOK

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; Reviewed 10/12; 7/13
The Bishop State Community College is accredited by the following organization 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 Degree and Practical Nursing Programs are accredited by:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
Web address: www.acenursing.org

The Bishop State Community College’s Associate Degree 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 third semester of the program of studies, the student may apply to take the Practical Nursing licensure examination. After completion of the fifth semester of the program of students, the student may apply to take the Registered Nurse examination. Eligibility is determined by the Board of Nursing in the state where application is made.
Mission - The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

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

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

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

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

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

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

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

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

Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)
**Professional Identity**- Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

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

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

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

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

*Adopted 8/16*
The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

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

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

5) Professional Behavior
a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
c) Handle multiple tasks concurrently
d) Perform safe, effective nursing care for clients in a caring context
e) Understand and follow the policies and procedures of the College and clinical agencies
f) Understand the consequences of violating the student code of conduct
g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
i) Not to pose a threat to self or others
j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
k) Adapt to changing environments and situations
l) Remain free of chemical dependency
m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
n) Provide nursing care in an appropriate time frame
o) Accepts responsibility, accountability, and ownership of one's actions
p) Seek supervision/consultation in a timely manner
q) Examine and modify one's own behavior when it interferes with nursing care or learning
Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions. Requests for reasonable accommodations should be directed to: Ms. Vivian Williams, ADA Coordinator, (251) 405-7028 at Bishop State Community College, 351 North Broad Street, Mobile, Alabama 36603-5898.
FULL-TIME DIRECTOR, FACULTY and STAFF

Kimberly Rawson, DNP – Director of Nursing

Nursing Faculty

Cora Carter, MSN, RN
Emma Davidson, MSN, RN
Vesta Fairley, MSN, RN
Laurie Houston, MSN, RN
Victoria King, DNP, RN
Cecelia Lipscomb-Hammond, DNP, RN
Emma Perry, MSN, RN
Jacqueline Smith, Ed.D., RN
Kendra Strenth, DNP, RNC
Michael Williams, DNS, CCRN

Staff

Yvonne Foster, M.S., Counselor – All Health Related Programs
Symentha McDonald, M.L.A. – Nursing Computer Lab Specialist

Iris Taylor – Nursing Secretary
Mary Thompson – Nursing Secretary

Revised 10/12; Reviewed 7/13; Revised 8/15
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.
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.
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.

The Alabama Board of Nursing Administrative Code
(see ABN’s website for Administrative Code in its entirety)

610-X-6-.02 Standards of Practice. The Board of Nursing may adopt standards of nursing practice and continuing competency.

Author: Alabama Board of Nursing.
Effective December 28, 2009.

610-X-6-.03 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) Obtain instruction and supervision as necessary when implementing new or unfamiliar nursing techniques or practices.
(4) 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.
(5) Be responsible for monitoring and evaluating the quality of patient care delivered by personnel under the individual nurse’s supervision.
(6) Be accountable and responsible for the delegation of selected nursing activities in selected situations to unlicensed individuals.

(7) Accept individual responsibility and accountability for judgments, actions and nursing competency, remaining current with technology and practicing consistent with facility policies and procedures.

(8) Accept individual responsibility and accountability for recognition and appropriate nursing action following a change in the patient’s mental or physical status.

(9) Practice in compliance with current CDC standards of standard precautions and infection control, including aseptic technique.

(10) Practice without discrimination on the basis of age, race, religion, gender, national origin, sexual orientation, patient diagnosis or disability.

(11) Respect the dignity and rights of patients and their significant others including, but not limited to:
   (a) Privacy.
   (b) Safety.
   (c) Protection of confidential information, unless disclosure is required by law.
   (d) Freedom from exploitation of physical, mental, sexual, or financial boundaries.
   (e) Protection of real and personal property.
   (f) Behavior that is therapeutic and places the patient’s interests before the nurse’s interest.

(12) Collaborate with other members of the health care team.

(13) Accept individual accountability and responsibility to avoid personal disruptive behaviors that negatively impact patient care.

(14) Accept individual responsibility and accountability for timely reporting of illegal, substandard, unethical, unsafe, or incompetent nursing practice directly to the Board of Nursing.

(15) Accept individual responsibility and accountability for accurate, complete and legible documentation related to:
   (a) Patient care records.
   (b) Health care employment.
   (c) Licensure and other credentials.
   (d) Continuing education records.

(16) Accept individual responsibility and accountability for the assignment of tasks to others.

(17) Accept individual responsibility and accountability for proper delegation of nursing care activities to other health care workers.

(18) Assess individual competency when assigning selected components of nursing care to other health care workers including but not limited to:
   (a) Knowledge, skills and experience.
   (b) Complexity of assigned tasks.
   (c) Health status of the patient.

Author: Alabama Board of Nursing.
610-X-6-.04 Practice of Professional Nursing (Registered Nurse Practice)

(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) Conducting and documenting comprehensive assessments and evaluations of patients and focused nursing assessments.
(f) Documentation of nursing interventions and responses to care in an accurate, timely, thorough and clear manner.
(g) 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:
   (i) Applicable statutes and regulations.
   (ii) Standards of nursing practice.
   (iii) Standardized procedures for nursing practice, including but not limited to facility policies and procedures.
(b) Maintenance of knowledge and skills in the area of practice.
(c) Assumption of responsibility for recognizing personal limits of knowledge and experience.
(d) Consulting with or referring patients to other healthcare providers to resolve situations beyond the expertise of the registered nurse.

(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 as detailed in Chapters 610-X-5 and 610-X-9 of these rules.
(c) State and federal statutes, and regulations.
(d) State and national standards appropriate to the type of practice.
(e) Nursing experience.
(f) Limitations on scope as determined by facility policy and procedure.
(g) Demonstrated competence.
(h) Knowledge, skills, and ability to manage risks and potential complications.

(4) Practice as an advanced practice nurse requires educational preparation, appropriate certification, and approval to practice as outlined in Chapters 610-X-5 and 610-X-9 of these rules. 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.
610-X-6-.05 Practice of Practical Nursing (Licensed Practical Nurse Practice)

(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) Exercise of appropriate nursing judgment.
   (d) Conducting and documenting focused nursing assessments of the health status of patients.
   (e) Conducting and documenting data elements of the comprehensive assessment.
   (f) Administering medications and treatments when ordered by a legally authorized prescriber.
   (g) Provision of care under the direction of a registered nurse, physician, or dentist who considers the following elements:
      (i) Evaluation of knowledge, skills and experience of the licensed practical nurse.
      (ii) Complexity of the assigned tasks.
      (iii) Health status of patient.
   (h) Documentation of nursing interventions and responses to care in an accurate, timely, thorough and clear manner.

(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:
      (i) Applicable statutes and regulations.
      (ii) Standards for nursing practice.
   (iii) Standardized procedures for nursing practice including but not limited to facilities policies and procedures.
   (b) Maintenance of knowledge and skills in the area of practice.
   (c) Assumption of responsibility for recognizing limits of personal knowledge and experience.
   (d) Consulting with or referring patients to other healthcare providers to resolve situations beyond the expertise of the licensed practical nurse.

(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) Limitations on scope as determined by facility policy and procedure.
(f) Nursing experience.
(g) Demonstrated competence.
(h) Knowledge, skills, and ability to manage risks and potential complications.

Author: Alabama Board of Nursing.
First Semester

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<th>Lab Credit Hrs</th>
<th>Lab Contact Hrs/Wk</th>
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**Note:** BIO103-Principles of Biology is a pre-requisite for BIO201

Second Semester

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<th>Theory Contact Hrs</th>
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**Note:** PSY200-General Psychology is a pre-requisite for PSY210

Third Semester

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***Students are eligible to take the PN NCLEX exam after successful completion of the 3rd Semester.***
### Fourth Semester

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**Academic and Nursing Theory Contact Hours** 705  
**Academic and Nursing Lab Contact Hours** 195  
**Nursing Clinical Contact Hours** 675  
**Total Program Contact Hours** 1575

Adopted 8/16
# Practical Nurse Curriculum (Old Curriculum)

## First Term

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<td>Health Assessment</td>
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**Term Total**  9  5  1  15  26

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**Term Total**  15  2  3  20  29

## Third Term

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**Term Total**  9  1  4  14  24

* Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam. Not required if transferring BIO 201, 202, 220 from another institution.

## Program Totals

- **Credit Hours:** 49
- **Contact Hours:** 1101
- **General Education Hours:** 14
- **Nursing Hours:** 35
CAREER MOBILITY
LPN TO ASSOCIATE DEGREE NURSE CURRICULUM (OLD CURRICULUM)

Prerequisite Courses Prior to NUR 200:
- *BIO 201 – Human Anatomy and Physiology I (4 credit hours)
- BIO 202 – Human Anatomy and Physiology II (4 credit hours)
- ENG101 – English Composition I (3 credit hours)
- MTH 100 – Intermediate Algebra (3 credit hours) MTH 098 prerequisite required

First Term

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<th>Lab</th>
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<th>Credit</th>
<th>Contact</th>
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Third Term

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Fourth Term

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Program Totals:
- Total Credit Hours: 72 (includes 16 hours additional credit awarded for completion of NUR200)
- Total Contact Hours: 1035
- General Education Hours: 30
- Nursing Hours: 26

* BIO 103 or Satisfactory Performance on ACCS approved placement exam is a prerequisite for BIO 201 (4 credit hours) (not required if students transferring BIO 201, 202 and 220 from another institution)
** NUR 200 is required for those students who did not graduate from the Alabama College System’s standardized curriculum within the past two years. ENG 101, MTH 100, BIO 201, BIO 202 must be completed prior to enrolling in NUR 200.
*** Only those students who did not graduate from the ACCS standardized curriculum will be awarded 16 non-traditional credit hours after completion of the LPN to RN Mobility curriculum.
# ASSOCIATE DEGREE NURSE CURRICULUM (OLD CURRICULUM)

## First Term

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**Term Total** 9 5 1 15 26

## Second Term

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**Term Total** 15 2 3 20 29

## Third Term

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<td>Microbiology BIO 220</td>
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**Term Total** 8 2 2 12 18

## Fourth Term

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**Term Total** 9 - 3 12 18

## Fifth Term

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<td>Nursing Through the Lifespan III NUR 203</td>
<td>4</td>
<td>-</td>
<td>2</td>
<td>6</td>
<td>10</td>
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<tr>
<td>Role Transition for the Registered Nurse</td>
<td>2</td>
<td>-</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

**Term Total** 9 - 4 13 21

*Prerequisite to MTH 100 is MTH 098.

**Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam. Not required if transferring BIO 201, 202, 220 from another institution.

Program Totals: Total Credit Hours: 72

Total Contact Hours: 1680

General Education Hours: 30

Nursing Hours: 42
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 M 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 prove 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 End of Program Exam administered at the end of the nursing program in order to meet Nursing graduation requirements. If the passing score on the End of Program 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. See list of approved providers on page 28.

H. **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, (251) 405-7175

I. **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 student who is being readmitted to Nursing must also complete a drug screen and background check. Any fees associated with these will be the responsibility of the student. Failure or refusal to submit to either of these will result in dismissal from the program. Career Mobility students entering NUR 200 or NUR 201 must have clean criminal background and drug screen before being allowed to register. 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.
J. **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 Q) 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.

K. **FEES**
All students are required to pay testing fees as required, 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 K for an estimated budget for the Nursing Program.

L. **HEALTH AND ATTENDANCE**
A completed Bishop State Community College Health Immunization/Credentials Verification Form 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 Form 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 39.

M. **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.

N. **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.
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

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 (see Appendix M). 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 (www.bishop.edu) via B.O.R.I.S.

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

5. Continuation in a course is dependent upon payment of fees or posting of adequate financial aid funds. Students may not attend class if not on the course roll.

Revised 8/07; 10/12; Reviewed 7/13
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

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.

Revised 8/07; Reviewed 10/12; 7/13
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.

APPROVED PROVIDERS:

Basic Cardiac Life Support (BCLS)
- American Heart Association (AHA) Health Care Provider
- American Red Cross (ARC) Professional Rescuer
- EMP America/Medic First Aid Basic Life Support for Professionals (BLSPRO)
- HeartSmart, Inc. CPR for Medical Professionals
- Emergency Care and Safety Institute Professional Rescuer CPR
- American Safety and Health Institute (ASHI) CPR Pro
- National Safety Council-Green Cross (Professional Rescuer)

Advanced Cardiac Life Support (ACLS)
- AHA ACLS
- AHA Heart Code/ACLS Anywhere (for license renewal only)
- ASHI ACLS

Reviewed 8/07; Revised 10/12; 7/13
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.

See Appendix B for Official Student Complaint (Grievance) Form

Revised 8/07; Reviewed 10/12; 7/13
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. Pants must be worn above the waistline, not below. No flesh or undergarments may be visible.
   D. Shoes must always be worn and be well-fitting.
   E. Hats/caps may not be worn in the classroom.
   F. ID badges must be worn at all times in class, clinical, and lab.

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. Shoes – same as female guidelines.
   C. Hats/caps may not be worn in the classroom.
   D. ID badges must be worn at all times in class, clinical, and lab.

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; 10/12; Reviewed 7/13
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 Measles, Mumps, and Rubella vaccinations (2 doses each) or positive antibody titers for individuals born 1951 or thereafter.

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

3. Evidence of annual Mantoux – initial two-step tuberculin skin testing, yearly one-step thereafter, or proof of a previous positive result with documentation of a recent negative chest x-ray result. Evidence of varicella vaccination, tetanus or titer and flu (seasonal).

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 expecting and will not receive compensation for participation in the clinical course from either the institution or the health care facility
   b. 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 one (1) or more semester(s).

19. Criminal Background Check – All students participating in the Nursing Program will be required to complete and pass a pre-clinical criminal background check at the student’s expense. This also applies to readmit students who have been out of the nursing program for one or more semesters.

20. Immunizations - All students must be able to perform essential functions prior to attending class/clinical/lab.


Revised 7/09; 10/12; 7/13; 7/14
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 during assigned courses. 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 an end of program exam.
5. If the passing score on the end of program 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.

Revised 6/08; 9/11; Reviewed 10/12; Revised 7/13
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

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. This also applies to students who have
not attended one (1) semester or more and are readmitted to a course or courses.

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 complete a request for a civil/criminal history and/or investigative
   report on-line along with appropriate fees. If you have lived in more than one state,
   additional fees will apply.
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; 10/12; 7/13
POLICY AND PROCEDURE: CURRICULUM – SPLITTING COURSES
(OLD CURRICULUM)

POLICY:

The following policy will be in effect when a student decides to “split” a block within any of the nursing curriculums; Practical Nursing, ADN Nursing, or Career Mobility.

1. If splitting the 2nd block of the PN or ADN program, the student must first take NUR105 prior to NUR106.

2. If splitting the 3rd block of the PN program, the student must take NUR108 first, and then finish the program with NUR107 & NUR109.

3. If splitting the 5th block of the ADN program, the student must take NUR203 first and then NUR204.

4. If splitting the first block of the PN or ADN program, the student must take NUR103 & NUR104 together, and then NUR102.

Adopted 7/13
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: EXAM MAKE-UP

POLICY: All students missing a major exam (module, etc.) will follow the policy below regarding make-up of the missed exam.

PROCEDURE:

1. If absent on the day of an exam, a grade of zero (0) will be recorded.
2. The student will contact the instructor immediately after an exam is missed.
3. The student will complete an “Exam Make-up Request” form and submit to the course instructor within one (1) week after the missed exam. See Appendix R
4. If the request is not made within one (1) week, the grade of zero (0) will remain.
5. The instructor will provide the student with the date, time, and location for the make-up exam.
6. If the student does not report for the make-up on the scheduled date, the grade of zero (0) will remain.
7. One make-up exam per course, per semester will be allowed.
8. Quizzes are not included in this policy.
9. The make-up exam will automatically be 10% less than the original point values of the missed exam. (Example: The original test was worth 100 points. The maximum points that the make-up exam will be worth is 90 (less 10% of the original).
10. Make-up exams are subject to be different from the original missed exam.

Adopted 4/14
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.

Rounding

No rounding of exam scores is done (Ex: 78.6 is 78.6). Only the final course average is rounded: 0.5 or higher is raised to the next whole number.

Revised 8/07; 10/12; 7/13
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/clinical/lab a student who has been absent must:

1. Present a statement of "release" from healthcare provider care or "ability to perform essential functions and be contagious-free" 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.
POLICY and PROCEDURE: HEALTH FORMS – IMMUNIZATIONS/CREDENTIALS VERIFICATION

POLICY:

Upon initial enrollment in the Nursing Program, the student must submit required immunizations/credentials verification forms which will be kept on file in the Nursing department. The completed forms are to be submitted in NUR102 and NUR200 or NUR201 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.

VIOLATION OF POLICY AND PROCEDURE:

If the student fails to provide the completed Immunizations/Credentials Verification 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; 10/12; 7/13

The students of Bishop State Community College will be instructed on HIPPA, 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 HIPPA presentations of the individual institutions in order for compliance to be validated, if necessary.

Individual agencies may require additional documentation.

Failure to sign this statement will cause the student to be ineligible to attend clinical experiences.

VIOLATION of POLICY:

Failure to comply with the above policy will result in dismissal from the Nursing Program.
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; Reviewed 10/12; 7/13
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 Nursing Admissions Committee.

Generic Students & PN Students:

Upon completion of 1st Block courses, NUR102, 103 and 104.

Career Mobility Students:

Upon completion of NUR 200 or 201.

NEW CURRICULUM – effective Fall 2016

Students must take all nursing courses in the order they are placed in the curriculum. Any general education courses must be taken prior to OR with the nursing course as listed in the curriculum.

Reviewed 5/08; 10/12; Revised 7/13; 8/16
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 PRIOR to any nursing course with a clinical component (NUR 105, 106, 107, 108, 201, 202, 203, 204).
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.
4. Have two (2) different exams, to achieve the medication administration requirement.
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 courses are taken separately (NUR 105 and NUR 106), an exam will be required for each course. NUR106 & NUR201 Fall Semester only

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:

2. ATI on-line products

NEW CURRICULUM – effective Fall 2016
The dosage calculation exam must be taken and passed as outlined above PRIOR to registering for any/all nursing courses in semesters two-five in the new curriculum.

Revised 8/07; 6/08; 4/09; 7/09; 5/10; 9/10; 10/12; 7/13; 8/16
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

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; 10/12; 7/13
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 through 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 instructor will verify licenses of any students who are licensed as Practical Nurses in Alabama. The license must be clear and unencumbered.

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 Nursing office.

VIOLATION OF POLICY AND PROCEDURE:

1. Failure to maintain (throughout the program) a current and unencumbered Alabama Practical Nurse license will be considered a violation and the student will be required to withdraw.
POLICY and PROCEDURE: PREPARATION for CLASS/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, poor legibility, 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 and wear approved BSCC uniforms. See Policies on Professional Conduct and Uniforms.

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.
POLICY and PROCEDURE: PROFESSIONAL CONDUCT

POLICY:

Your conduct in uniform, in the classroom, lab and 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:

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 socializing in the nursing station and corridor.
10. Refrain from removing reference books from the nurses station.
11. Observe the regulations of the agency regarding parking and hospital/nursing procedures.
12. Maintain strict confidentiality of records and information.
13. Report the status of the assigned patients to the nurse in charge before leaving the unit.
14. Use appropriate titles and names.
15. Refrain from disorderly, lewd, indecent, obscene, or offensive conduct or expression.
16. Use of cell phones and pagers is prohibited.

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; 10/12; 7/13
Alabama Community College System
Concept Based Curriculum Progression Policy 2016

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

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
5. ADN students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

Definitions
Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.
Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

Process for Reinstatement
1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Letter of Intent 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 immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College’s nursing program.

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

**Criteria for Transfer**
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.

**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.

**Program Completion**
Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression, and graduation requirements.
PN Progression
Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program and who wish to transfer to another institution to complete the ADN degree, must meet the requirement for 25% course completion at college of graduation. Students who cannot meet the 25% course requirement must apply for Mobility and take the transition course to meet the 25% course requirement.

Grading (Current policy for discussion)
No rounding of test scores is done (ie 78.6 is 78.6) except for the final course grade. The final course grade is rounded (0.5 or higher is raised to the next whole number).
A = 90-100
B = 80-89
C = 75-79
D = 60-74
F = 59 and below

Crossover
Students failing to pass the following courses are reinstated into new curriculum courses as follows:

NUR 102, 103, or 104  NUR 112
NUR 105                  NUR 113
NUR 106                  NUR 113
NUR 107 or 201           NUR 113
NUR 108 or 202           NUR 114
NUR 109                  NUR 115
NUR 203                  NUR 211
NUR 204                  NUR 221

Adopted 8/16
THE ALABAMA COMMUNITY COLLEGE SYSTEM
NURSING EDUCATION PROGRAM

PROGRESSION POLICY (Old Curriculum)

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.

Effective Fall Semester 2013

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.

2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.

3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Definitions:

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

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

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students 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.
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.
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 five (5) 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.
POLICY and PROCEDURE: TARDINESS and ABSENCES from LAB/CLINICAL

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

3. If you are more than fifteen (15) minutes late for lab or clinical, it will be counted as an absence.

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; 10/12; 7/13
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. Due to infection control and patient safety, false eyelashes may not be worn at any time in the labs or clinical settings.

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 green uniform (not scrub) pants.
   2. Scrubs - 1 pair. Color: Evergreen - Unisex Style
      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. 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. A white, long-sleeved t-shirt with crew neck may be worn under scrubs.
   3. 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 with uniform and scrubs.
   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.
3. If clinical facility requires name badge, both BSCC and facility name badge must be worn.

F. Shoes must be:
1. **Initially New**, all white leather 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.
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  
   b. pencil with eraser  
   c. pocket saver/organizer  
   d. small note pad  
   e. highlighter(any color)  
   f. black ink pen  
   g. penlight  
   h. six inch ruler and/or measuring tape  
   i. stethoscope  
   j. goggles  
   k. black Sharpie  
   l. hand sanitizer

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. Wear lab jacket, name badge with entire uniform when picking up patient.

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. No artificial nails to be worn.
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".
g. Having offensive odor such as cigarette smoke, strong perfume may be grounds for dismissal from clinical.

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.
   e. No stone settings.
   f. No tongue rings or nose rings
   g. No bracelets or anklets may be worn except for medical reasons.

K. Any visible (not covered by uniform) tattoos must be completely covered at all times with a dressing. Student must bring enough dressing supplies to redress tattoos if needed. Waterproof dressing (s) must be used for any area(s) that might be exposed to water or fluids.

II. The Male Uniform:
   A. Uniform items and guidelines:
      1. New, Complete uniform consisting of:
         a. Two, white, short-sleeved tops with yellow green and trim.
         b. Two, long-length green uniform (not scrub) pants, hemmed two inches from the floor.
      2. One white, 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.
3. If clinical facility requires name badge, both BSCC and facility name badge must be worn.

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 and/or measuring tape
   d. small note pad                 i. stethoscope
   e. highlighter(any color)        j. goggles
                                      k. black Sharpie
                                      l. hand sanitizer
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
      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 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:
      a. Pierced and plain (studs or posts, without design or image)
      b. One earring in each lobe of the ear.
      c. Yellow or white gold in color or pearls.
d. Size no larger than:
   a. 3/8 in. in diameter for hoop style.
   b. 5mm (3/16 in.) for bead style.

e. No stone settings.
f. No tongue rings or nose rings
g. No bracelets or anklets may be worn except for medical reasons.

J. Any visible (not covered by uniform) tattoos must be completely covered at all times with a dressing. Student must bring enough dressing supplies to redress tattoos if needed. Waterproof dressing (s) must be used for any area(s) that might be exposed to water or fluids.
BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

WAIVER of RESPONSIBILITY

As a student in the Nursing Program, I 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.

Revised 8/07; 10/12; Reviewed 7/13
APPENDIX A

INFORMATION ON LICENSURE / VACCINES

Please review the following websites for information on how to apply for licensure and/or required vaccinations:

Alabama Board of Nursing

www.ABN.alabama.gov

***For information on licensure / Nurse Practice Act

Application Fee = $85.00
Temporary License = $50.00
Transaction Fee $3.50

National Council of State Boards of Nursing

www.ncsbn.org

***For information on NCLEX and applying for the exam

Exam Fee = $200.

Centers for Disease Control

www.cdc.gov

***For information on vaccinations

Adopted 8/16
Appendix B
Grievance Form A

OFFICIAL STUDENT COMPLAINT – FORM A

What kind of complaint are you addressing? __ Academic ____ Non-Academic

Please check one: ____ Student ____ Parent ____ Visitor ____ Prospective Student

Name ___________________________________________ Student Number __________ (if applicable)

Address ________________________________________

City __________________________ State ______ ZIP ______

Home Phone ( ) __________ Cell ( ) ________ E-mail __________________________

Please check which type of complaint:

____ INFORMAL COMPLAINT The Informal Grievance is where a student complaint should be resolved by filing a
Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with
his or her instructor, department chair, campus director, and/or the appropriate dean.

Description of Complaint, including Name(s) or Office(s)

__________________________________________________________

__________________________________________________________

(continue on reverse side, if necessary)

Informal Findings

__________________________________________________________

__________________________________________________________

Student Signature __________________________ Date __________

Official Signature __________________________ Date __________

Where this process does not result in a resolution of the grievance, the student may proceed to the Formal
Grievance procedure.

____ FORMAL COMPLAINT The Formal Grievance is filed when a student cannot resolve his or her complaint
informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean.

What are you requesting that this office do to assist you?

__________________________________________________________

__________________________________________________________

Student Signature __________________________ Date __________

Official Signature __________________________ Date __________

Return the completed and signed form to the campus director or dean on your campus.

Revised 10-30-09
APPENDIX C

VACCINE INFORMATION STATEMENT

Hepatitis B Vaccine: What you need to know


1. What is hepatitis B?
Hepatitis B is a serious infection that affects the liver. It is caused by the hepatitis B virus.
• In 2009, about 38,000 people became infected with hepatitis B.
• Each year about 2,000 to 4,000 people die in the United States from cirrhosis or liver cancer caused by hepatitis B.
Hepatitis B can cause:

Acute (short-term) illness. This can lead to:
• loss of appetite
• diarrhea and vomiting
• tiredness
• jaundice (yellow skin or eyes)
• pain in muscles, joints, and stomach
Acute illness, with symptoms, is more common among adults. Children who become infected usually do not have symptoms.

Chronic (long-term) infection. Some people go on to develop chronic hepatitis B infection. Most of them do not have symptoms, but the infection is still very serious, and can lead to:
• liver damage (cirrhosis)
• liver cancer
• death
Chronic infection is more common among infants and children than among adults. People who are chronically infected can spread hepatitis B virus to others, even if they don’t look or feel sick. Up to 1.4 million people in the United States may have chronic hepatitis B infection.
Hepatitis B virus is easily spread through contact with the blood or other body fluids of an infected person. People can also be infected from contact with a contaminated object, where the virus can live for up to 7 days.
• A baby whose mother is infected can be infected at birth;
• Children, adolescents, and adults can become infected by:
  - contact with blood and body fluids through breaks in the skin such as bites, cuts, or sores;
  - contact with objects that have blood or body fluids on them such as toothbrushes, razors, or monitoring and treatment devices for diabetes;
  - having unprotected sex with an infected person;
  - sharing needles when injecting drugs;
  - being stuck with a used needle.

2. Hepatitis B vaccine: Why get vaccinated?
Hepatitis B vaccine can prevent hepatitis B, and the serious consequences of hepatitis B infection, including liver cancer and cirrhosis.
Hepatitis B vaccine may be given by itself or in the same shot with other vaccines.
Routine hepatitis B vaccination was recommended for some U.S. adults and children beginning in 1982, and for all children in 1991. Since 1990, new hepatitis B infections among children and adolescents have dropped by more than 95%—and by 75% in other age groups. Vaccination gives long-term protection from hepatitis B infection, possibly lifelong.

3. Who should get hepatitis B vaccine and when?

**Children and adolescents**

- Babies normally get 3 doses of hepatitis B vaccine:
  - 1st Dose: Birth
  - 2nd Dose: 1-2 months of age
  - 3rd Dose: 6-18 months of age

  Some babies might get 4 doses, for example, if a combination vaccine containing hepatitis B is used. (This is a single shot containing several vaccines.) The extra dose is not harmful.

- Anyone through 18 years of age who didn’t get the vaccine when they were younger should also be vaccinated.

**Adults**

- All unvaccinated adults at risk for hepatitis B infection should be vaccinated. This includes:
  - sex partners of people infected with hepatitis B,
  - men who have sex with men,
  - people who inject street drugs,
  - people with more than one sex partner,
  - people with chronic liver or kidney disease,
  - people under 60 years of age with diabetes,
  - people with jobs that expose them to human blood or other body fluids,
  - household contacts of people infected with hepatitis B,
  - residents and staff in institutions for the developmentally disabled,
  - kidney dialysis patients,
  - people who travel to countries where hepatitis B is common,
  - people with HIV infection.

- Other people may be encouraged by their doctor to get hepatitis B vaccine; for example, adults 60 and older with diabetes. Anyone else who wants to be protected from hepatitis B infection may get the vaccine.

- Pregnant women who are at risk for one of the reasons stated above should be vaccinated. Other pregnant women who want protection may be vaccinated.

Adults getting hepatitis B vaccine should get 3 doses—with the second dose given 4 weeks after the first and the third dose 5 months after the second. Your doctor can tell you about other dosing schedules that might be used in certain circumstances.

4. Who should not get hepatitis B vaccine?

- Anyone with a life-threatening allergy to yeast, or to any other component of the vaccine, should not get hepatitis B vaccine. Tell your doctor if you have any severe allergies.
  - Anyone who has had a life-threatening allergic reaction to a previous dose of hepatitis B vaccine should not get another dose.
• Anyone who is moderately or severely ill when a dose of vaccine is scheduled should probably wait until they recover before getting the vaccine. Your doctor can give you more information about these precautions.

Note: You might be asked to wait 28 days before donating blood after getting hepatitis B vaccine. This is because the screening test could mistake vaccine in the bloodstream (which is not infectious) for hepatitis B infection.
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; 10/12; 7/13
APPENDIX E

BISHOP STATE COMMUNITY COLLEGE
NURSING PROGRAM

HIV 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;10/12; 7/13
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

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 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.

FINANCIAL EXPECTATIONS TOWARD GRADUATION- (approximate expenses)

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama Licensure Application Fee</td>
<td>$85.00 (ABN)</td>
</tr>
<tr>
<td>NCLEX Registration Fee</td>
<td>$200.00 - price subject to change</td>
</tr>
<tr>
<td>Temporary Nursing License</td>
<td>$50.00</td>
</tr>
<tr>
<td>Graduation Fee (includes cap, gown, and diploma)</td>
<td>$50.00</td>
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</tbody>
</table>
APPENDIX H

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.

2. Nursing faculty shall schedule planned use of lab.

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; 10/12
APPENDIX I

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 secretory 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 other departmental issues.

Revised 8/07;10/12; Reviewed 7/13
APPENDIX J

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 textbooks. 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. 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. Please review the information on the Alabama Board of Nursing website regarding requirements for applying for the NCLEX exam.

Revised 8/07; Reviewed 10/12; 7/13
## APPENDIX K

**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</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans</td>
</tr>
<tr>
<td>Thinking</td>
<td>Critical thinking ability sufficient for clinical judgement</td>
<td></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>
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</tbody>
</table>
Physical demands strength rating reflects the estimated overall strength requirements which are considered to be important for average successful work performance. Medium Work – 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)

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 L

### DEPARTMENT OF NURSING

**BAKER-GAINES CENTRAL CAMPUS**

### ACADEMIC YEAR 2016-2017

### FACULTY ADVISOR ASSIGNMENTS

<table>
<thead>
<tr>
<th>FACULTY ADVISOR</th>
<th>LOCATION</th>
<th>NURSING STUDENTS’ LAST NAME BY ALPHABET:</th>
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<tbody>
<tr>
<td>Cora Carter</td>
<td>Office 207-B</td>
<td>C, P, V</td>
</tr>
<tr>
<td><a href="mailto:cdickinsoncarter@bishop.edu">cdickinsoncarter@bishop.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emma Davidson</td>
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<tr>
<td><a href="mailto:edavidson@bishop.edu">edavidson@bishop.edu</a></td>
<td>405-4483</td>
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</tr>
<tr>
<td>Vesta Fairley</td>
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<td>J, T</td>
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<td></td>
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<td>H, 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>Cecelia Lipscomb-Hammond</td>
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<td>B, F, R</td>
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<tr>
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<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>
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<tr>
<td>Jacqueline Smith</td>
<td>Office 207-E</td>
<td>D, I, Q</td>
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<td><a href="mailto:jsmith@bishop.edu">jsmith@bishop.edu</a></td>
<td>405-4475</td>
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<tr>
<td>Kendra Strenth</td>
<td>Office 208-C</td>
<td>A, Y</td>
</tr>
<tr>
<td><a href="mailto:kstrenth@bishop.edu">kstrenth@bishop.edu</a></td>
<td>405-4482</td>
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<tr>
<td>Michael Williams</td>
<td>Office 206-G</td>
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</tr>
<tr>
<td><a href="mailto:mwilliams@bishop.edu">mwilliams@bishop.edu</a></td>
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</table>

Revised 2/27/15
APPENDIX M

BISHOP STATE COMMUNITY COLLEGE
DEPARTMENT OF NURSING

REQUEST TO REPEAT/TAKE A NURSING COURSE

*This is NOT a course withdrawal form. You must complete an official withdrawal from a course(s) form in the Student Development Services Office, Room 106.

Name_________________________________________________________________________

Student Number__________________________

Address_______________________________________________________________________

City________________________________ State__________ Zip Code_____________

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)

______________________________________________
Printed Name

Signature Date

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. 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.

*This is NOT a withdrawal form. You must complete an official withdrawal form in Room 106, Student Development Office.

Reviewed 12/07; Revised 03/11; Reviewed 10/12; 6/13; 7/13
### APPENDIX N

**NURSING PROGRAM TRANSFER FORM (Old Curriculum)**

**Filing Date____________________**

**REQUEST FOR:**
- [ ] READMISSION
- [x] TRANSFER

**CURRENT PROGRAM:**
- [ ] GENERIC
- [ ] MOBILITY
- [x] PRACTICAL NURSING

**CURRENT SEMESTER/TERM:**
- [x] FALL
- [ ] SPRING
- [ ] SUMMER

**CURRENT CLASS:**
- [ ] DAY
- [x] EVENING

**TRANSFER TO:**
- [ ] DAY CLASS
- [ ] EVENING CLASS

<table>
<thead>
<tr>
<th>PN PROGRAM</th>
<th>GENERIC</th>
<th>MOBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

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 the Nursing Office, Suite 210 no later than 3 days after final grades are posted for consideration of transfer in the following semester or term. You must complete the 1st block of courses before requesting a transfer.

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

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**FOR NURSING ADMISSIONS COMMITTEE USE ONLY**

**ACTION TAKEN:**
- [ ] APPROVED
- [x] DENIED

**COMMITTEE MEMBER SIGNATURE____________________________________ DATE_____________**

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## APPENDIX O

**Director, Faculty/Staff Contact Information**

### Faculty

<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>Cecelia Lipscomb-Hammond</td>
<td>209-E</td>
<td>405-4492</td>
<td><a href="mailto:clipscomb@bishop.edu">clipscomb@bishop.edu</a></td>
</tr>
<tr>
<td>Victoria King</td>
<td>209-F</td>
<td>405-4493</td>
<td><a href="mailto:king@bishop.edu">king@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:cdickinsoncarter@bishop.edu">cdickinsoncarter@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>Laurie Houston</td>
<td>208-A</td>
<td>405-4480</td>
<td><a href="mailto:lhouston@bishop.edu">lhouston@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>Emma Davidson</td>
<td>208-D</td>
<td>405-4483</td>
<td><a href="mailto:edavidson@bishop.edu">edavidson@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>
<tr>
<td>Michael Williams</td>
<td>206-G</td>
<td>405-4464</td>
<td><a href="mailto:mwilliams@bishop.edu">mwilliams@bishop.edu</a></td>
</tr>
</tbody>
</table>

### Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Office Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iris Taylor</td>
<td>210</td>
<td>405-4503</td>
<td><a href="mailto:ivelling@bishop.edu">ivelling@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>
</tbody>
</table>

Revised 10/12; 9/13; 1/15
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!!!!

Reviewed 8/07; 10/12; 7/13
Date: ____________________________________________

Concern(s): _________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Suggestion(s): _________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Comment(s): _________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Student Signature (Optional)

Note: If more space is needed, you may write on the back of this page.
Reviewed 8/07; 10/12; 7/13
APPENDIX Q

BISHOP STATE COMMUNITY COLLEGE
NURSING DEPARTMENT

EXAM MAKE-UP REQUEST FORM

Date_______________________________________

Name______________________________________________________

Course____________________________________________________

Date of Absence___________________________________________

Exam Missed (Name, Module #)________________________________________

MAKE-UP INFORMATION

Date________________________________ Time_______________________

Location_____________________________________________________

Faculty Signature__________________________________________ Date__________

Student Signature_________________________________________ Date__________

Adopted 4/14