



Health Sciences Division

Nursing Department

Student Policy Manual

Academic Year 2024-2025

ACCREDITATION: The associate degree and practical nursing programs at CCC located in Decatur, Alabama, (and includes the Huntsville, AL instructional site) are accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road N.E., Suite 1400, Atlanta, Georgia 30326 (404) 975-5000; and have the approval of the Alabama Board of Nursing P.O. Box 303900, Montgomery, Alabama 36130-3900; (800) 656-5318. CCC nursing programs meet the state education requirements for licensure in the state of Alabama. CCC has not determined if the RN and PN nursing programs meet the state education requirements in any other state, any U.S. Territory, or the District of Columbia.

Calhoun Community College is committed to equal opportunity in employment and education. The College does not discriminate in any program or activity on the basis of race, color, religion, sex, age, or national origin, or against qualified disabled persons, and it maintains an affirmative action program for protected minorities and women.

Welcome

Dear Nursing Student:

On behalf of the faculty and staff, it is my pleasure to welcome you into nursing at Calhoun Community College. *Congratulations* on successfully achieving the admission qualifications and thank you for selecting CCC for your nursing preparation.

Our programs have been designed to provide curricula to develop the knowledge, skills, and attitudes necessary for entry level employment in practical and professional nursing. We are proud of the success rates of our graduates on the NCLEX-PN and the NCLEX-RN licensure exams, and we are committed to providing you with a quality educational program.

Learning is the result of meaningful experiences by which an individual modifies their behavior. We will make available to you the faculty expertise and experiences necessary for your success. You must assume the responsibility for taking advantage of all opportunities. We urge you to seek advice and utilize the services not only of the nursing department but of the entire college.

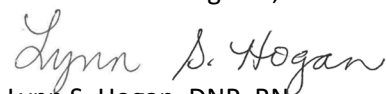
The **CCC Nursing Student Policy Manual** has been prepared by nursing faculty and staff to provide easily accessible information to aid you in assuming responsibility for your educational program. As a result of the implementation of these policies, it is expected that:

1. Instructors will be able to make decisions and give consistent advice to students.
2. Students will receive consistent, equitable treatment throughout the program.

Nursing department policies contained within are in addition to those stated in the **CCC Catalog and Student Handbook**. The policies in this manual are subject to change at any time. Notice will be given to all students enrolled in nursing (NUR) courses prior to implementation of a policy change. Students are accountable to current nursing department policies 30 days after publication.

It is my pleasure to offer best wishes for success in your endeavors toward becoming a licensed practical nurse or a registered nurse.

With warmest regards,



Lynn S. Hogan, DNP, RN
Nursing Department Chair

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PROGRAM INFORMATION

Accreditation and Approval

CCC Nursing Programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road N.E., Suite 1400, Atlanta, Georgia 30326, telephone 404-975-5000, and have the approval of the Alabama Board of Nursing P.O. Box 303900, Montgomery, Alabama 36130-3900; telephone 800-656-5318.

Nursing Department Contact Information

Department Phone Number: 256-306-2794 **FAX:** 256-306-2525

Department Hours: Monday – Thursday 7:45am – 5:15pm and Friday 7:45 am – 11:45 am

Administrative Office is located in Health Sciences Building, Decatur Campus, 3rd floor, Room 308

Mailing Address:	Decatur Physical Address:	Huntsville Physical Address:
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Faculty and Staff Directory

Nursing faculty may be contacted by telephone or CCC email. Include your name, current course, A# and a professional verbal or written message. Responses to student emails and voicemail messages will be made as timely as possible, at least within 72 hours, with the exceptions of weekends, holidays, and official college closure. Often a response will be made quickly, but with teaching and clinical responsibilities, it may take up to 72 hours.

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NURSING PROGRAM PHILOSOPHY

Alabama Community College System

Nursing Program Philosophy, Mission and Conceptual Framework

Adopted November 2014, Effective Fall 2016

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.

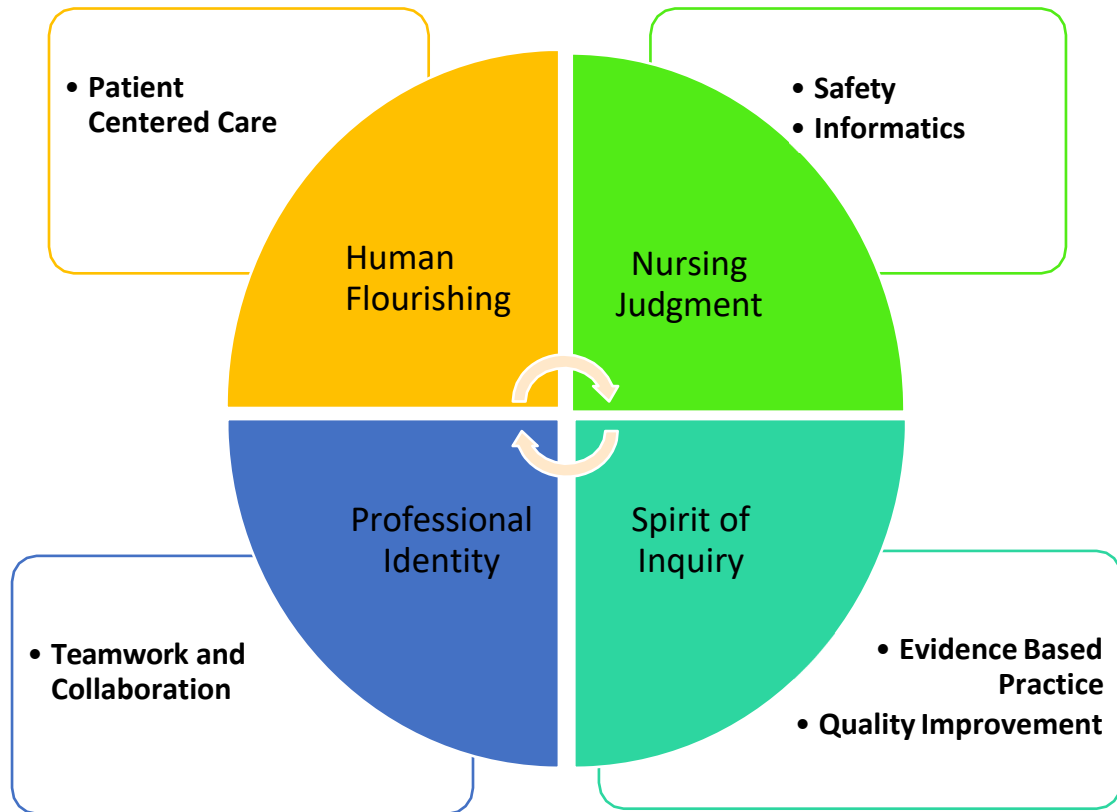
Competencies

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)

1. **Human Flourishing-** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def.)
2. **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.)
3. **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.)
4. **Safety** – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def.)
5. **Informatics** – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def.)
6. **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.)
7. **Teamwork and Collaboration** – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def.)
8. **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.)
9. **Evidence-based practice** – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def.)
10. **Quality Improvement** – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def.)

Conceptual Framework

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



NURSING PROGRAM OUTCOMES

Alabama Community College System

1. **Performance on Licensure Exam**

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

2. **Program Completion**

Each program will determine program completion rate based on characteristics of the program demographics.

- **Practical Nursing Program:** 50% of students admitted will graduate within 100% of the time of the stated program length beginning with the first required nursing course.
- **Associate Degree Nursing Program:** 60% of students admitted will graduate within 100% of the time of the stated program length beginning with the first required nursing course as delineated below. In the ACCS 1+1 curriculum, NUR 211 is the first course.

3. **Job Placement**

Percentage of graduates, typically within one year of graduation, who are employed in a position for which a nursing program prepared them. (ACEN definition 2021)

- Practical Nurse Job Placement – 45% (based on students remaining in the program to complete RN degree)
- Registered Nurse Job Placement – 85%

4. **Graduate and Employer Surveys**

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

- 80% or > of **graduates** responding to survey distributed at graduation will indicate satisfaction with the program.
- 80% or > of **employers** responding to a survey distributed within one year of graduation will indicate satisfaction with the PN or RN nursing graduate / program.

NURSING PROGRAMS CURRICULUM PLAN

Calhoun's nursing program is structured for a seamless transition from Practical Nursing (certificate) to Registered Nursing (AAS) or a "one-plus-one" plan of study. After successful completion of 3 semesters (one year), students are eligible to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Students then have an option to continue for two semesters to complete the AAS degree. Graduates are eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and apply to a state board of nursing for licensure as a registered nurse.

The CCC nursing department offers 2 options for the attainment of an associate of applied science degree in nursing:

- 1) Traditional, Day Program – fall and spring admission, and
- 2) LPN and Paramedic Bridge to RN, Evening Program – spring admission.

Traditional Associate Degree Nursing (RN and PN)

Alabama Community College System Nursing Concept Based Curriculum for Associate Degree Nursing (RN)	Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
First Semester*								
NUR 112 - Fundamental Concepts of Nursing	4	4	2	6	1	3	7	13
MTH 100 (or Higher)	3	3	0	0	0	0	3	3
BIO 201 - A&P I	3	3	1	2	0	0	4	5
Total	10	10	3	8	1	3	14	21
Second Semester								
NUR 113 - Nursing Concepts I	4	4	1	3	3	9	8	16
ENG 101 - English	3	3	0	0	0	0	3	3
PSY 210 - Human Growth and Development	3	3	0	0	0	0	3	3
BIO 202 A&P II	3	3	1	2	0	0	4	5
Total	13	13	2	5	3	9	18	27
Third Semester**								
NUR 114 - Nursing Concepts II	5	5	0	0	3	9	8	14
NUR 115 - Evidence Based Clinical Reasoning	1	1	0	0	1	3	2	4
SPH 106 or 107 - Speech	3	3	0	0	0	0	3	3
Total	9	9	0	0	4	12	13	21
Fourth Semester								
NUR 211 - Advanced Nursing Concepts	4	4	0	0	3	9	7	13
BIO 220 - General Microbiology	2	2	2	4	0	0	4	6
Total	6	6	2	4	3	9	11	19
Fifth Semester								
NUR 221 - Advanced Evidence-Based Clinical Reasoning	3	3	0	0	4	12	7	15
HUM (Ethics preferred)	3	3	0	0	0	0	3	3
Total	6	6	0	0	4	12	10	18
Program Total	44	44	7	17	15	45	66	106

* Upon successful completion of NUR 112, students are eligible to apply to take the Nursing Assistant Certification Examination (NACEP) to become a Certified Nursing Assistant (CNA)

** Upon successful completion of all third semester coursework in the ADN nursing curriculum, students are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

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

Program	Type of classes	Credit Hours	TOTAL CONTACT HOURS		
			Theory Hours	Lab Hours	Clinical Hours
Practical Nursing	Nursing	25	210	45	360
	Academic	20	270	30	0
	TOTAL	45	915		
Associate Degree	Nursing	39	315	135	675
	Academic	27	345	120	0
	Total	66	1590		

LPN and Paramedic Bridge to RN

In addition to the general admission requirements for the College and the nursing program, admission to the LPN and Paramedic Bridge to RN includes:

1. Applicant meets all nursing program general admission requirements
2. An unencumbered or non-restricted license as a Practical Nurse or Paramedic in the State of Alabama
3. Submission of application for the LPN and Paramedic Bridge to RN option
4. Completion of prerequisite general education courses with a minimum grade of "C".
5. LPNs who apply for admission within two years of graduation from an ACCS practical nursing program in the ACCS 2016 curriculum (NUR 112, 113, 114 and 115) once admitted, enter the program into NUR 211.

Alabama Community College System Nursing Concept Based Curriculum for LPN & Paramedic Bridge to RN	Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
Pre-Requisite Courses								
MTH 100 (or Higher)	3	3	0	0	0	0	3	3
BIO 201 - A&P I	3	3	1	2	0	0	4	5
ENG 101 - English	3	3	0	0	0	0	3	3
PSY 210 - Human Growth & Development	3	3	0	0	0	0	3	3
BIO 202 A&P II	3	3	1	2	0	0	4	5
SPH 106 or 107 - Speech	3	3	0	0	0	0	3	3
Total	18	18	2	4	0	0	20	22
First Semester								
NUR 209 - Concepts for Healthcare Transition Students*	6	6	1	3	3	9	10	18
Total	6	6	1	3	3	9	10	18
<i>*Upon Successful Completion of the program, students will be awarded 15 hours of non-traditional credit for this course.</i>								
Second Semester								
NUR 211 - Advanced Nursing Concepts	4	4	0	0	3	9	7	13
BIO 220 - General Microbiology	2	2	2	4	0	0	4	6
Total	6	6	2	4	3	9	11	19
Third Semester								
NUR 221 - Advanced Evidence-Based Clinical Reasoning	3	3	0	0	4	12	7	15
HUM (Ethics preferred)	3	3	0	0	0	0	3	3
Total	6	6	0	0	4	12	10	18
Program Total	36	36	5	11	10	30	51	77
Nontraditional Credit	15							
Program Total	66							

Academic & Nursing Theory Contact Hours	540
Academic & Nursing Lab Contact Hours	165
Nursing Clinical Contact Hours	450
Total Program Contact Hours	1155

Approved Humanities Electives

Art and Art History, Literature, Music and Music History, Philosophy, Ethics, Religion, Theatre.

RN-to-BSN Options

Calhoun Community College (CCC) offers motivated students who are eligible to enroll at the following universities and simultaneously earn an Associate Degree in Nursing and a Baccalaureate Degree in Nursing. Upon completion of the program of study, both degrees will be awarded by the respective college. Students with a prior degree and/or with 55-56 credit hours of general education may meet the criteria for eligibility to enroll in an online RN-to-BSN program from:

- Athens State University Fast-Track to BSN Program
- Auburn University Concurrent RN-BSN Program
- University of Alabama Capstone College of Nursing
- University of Alabama in Huntsville Dual Nursing Degree Program

More info and program of study found at: www.calhoun.edu/nursing . Eligibility is determined by application criteria and course credits already obtained, including a minimum ACT Composite of 18.

- | | |
|---|--|
| • ORI 110: Freshman Seminar (Non-transferrable) * | • LIT Elective (Sequence of 2): American, British, etc. |
| • BIO 201: Anatomy and Physiology I with Lab | • MTH 110 or MTH 112: Finite Mathematics or Pre-Calculus Algebra |
| • BIO 202: Anatomy and Physiology II with Lab | • MTH 265: Elementary Statistics |
| • BIO 220: General Microbiology with Lab | • PHL 206: Ethics & Society |
| • CHM 104: Introduction to Inorganic Chemistry with Lab | • PSY 200: General Psychology |
| • ENG 101: English Composition I | • PSY 210: Human Growth & Development |
| • ENG 102: English Composition II | • SOC 200: Introduction to Sociology |
| • Fine Arts Elective: Fine Arts (Art/Music/Theater) | • SPH 106: Fundamentals of Oral Communication |
| • HIS Elective: History (American, World, etc.) | |

Apprenticeship

CCC is a sponsor for registered nurse apprenticeship with the Alabama Office of Apprenticeship. Enrolled nursing students who have successfully completed NUR 112 may apply for a nursing apprenticeship with participating employers as part of the program of study.

- Apprentices work 1:1 with an assigned mentor.
- Apprentice work hours (paid time) count for clinical hours in the nursing program.
- Apprentices have guaranteed step wages throughout the program.
- Apprentices are held to employer policy and program policy
- Employer pays “Last Dollar Scholarship” after any federal financial aid or scholarships for tuition, fees and books.
- Apprentices complete 2000 hours of work, or about 24 hours per week for the duration of the nursing program
- Employer agreement may require a service commitment after graduation
- Termination of apprenticeship employment may result in a clinical failure of the nursing course
- Students should only apply to a facility for apprenticeship that they would consider for employment upon graduation.

ELIGIBILITY CRITERIA for ACCS Nursing Programs

Title II of the 1990 American with Disabilities Act (ADA) provides comprehensive civil rights protection for qualified individuals with disabilities. The Alabama Community College System endorses the ADA. If you have a disability that might require special materials, services, or assistance, please contact the CCC Student Counseling & Disability Services Office located in the Chasteen Student Center, Room 220 (Decatur Campus); Sparkman Building, Room 101 e/c (Huntsville Campus); or call (256) 306-2630 or email ada@calhoun.edu.

The mission of the ACCS nursing programs is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. Enrolled students are required to successfully complete both academic and clinical requirements of the program. The purpose of the Eligibility Criteria is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective patient care.

Prior to enrollment in the nursing program, students are provided with the Eligibility Criteria. If a student cannot demonstrate the following skills and abilities, it is the responsibility of the student to request appropriate reasonable accommodation through the Student Counseling & Disability Services Office.

1. Sensory Perception

A. Visual

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

B. Auditory

- 1) Interpret monitoring devices
- 2) Distinguished muffled sound heard through a stethoscope or other assistive technology
- 3) Hear and discriminate high and low frequency sound produced by the body and the environment
- 4) Effectively hear to communicate with others

C. Tactile

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

D. Olfactory

Detect body odors and odors in the environment

2. Communication / Interpersonal Relationships

- A. Effectively communicate and interact 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 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 client, self or others
- C. Maintain balance from any position
- D. Coordinate hand / eye movements
- E. Push / pull heavy objects without injury to client, self or others
- F. Stand, sit, bend, walk or otherwise move about for 6-12 hours in a clinical setting performing physical activities requiring physical energy without jeopardizing the safety of the client, self or others
- G. Walk without a cane, walker, or crutches
- H. Function with hands free for nursing care and transporting items
- I. Transport self and client with or without the use of electrical devices
- J. Flex, abduct and rotate all joints freely
- K. Respond rapidly to emergency situations
- L. Maneuver in small areas
- M. Perform daily care functions for the client
- N. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- O. Calibrate / use equipment
- P. Execute movement required to provide nursing care in all health care settings
- Q. Perform CPR and physical assessment
- R. Operate a computer

5. Professional Behavior

- A. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude towards 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 being hostile and threatening to others is unacceptable and subjects one to discipline up to and including dismissal from the nursing program
- H. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- I. Function effectively in situations of uncertainty and stress inherent in providing nursing care
- J. Adapt to changing environments and situations
- K. Remain free of chemical dependency
- L. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- M. Provide nursing care in an appropriate time frame
- N. Accepts responsibility, accountability, and ownership of one's actions
- O. Seek supervision / consultation in a timely manner
- P. Examine and modify one's own behavior when it interferes with nursing care or learning
- Q. Safety is paramount in all health programs. Students shall not pose a direct threat to themselves or others. Direct threat is defined as a substantial risk of harm based on facts and that cannot be eliminated or reduced to an acceptable level through reasonable accommodation. A direct threat also includes an individual who knowingly engages in unsafe practices or disregards safety rules or procedures which results in a substantial risk of harm to themselves or others or in a substantial risk of damage to property.

Reviewed and Revised 2.2019, by Dr. Graham L. Sisson, Jr., Director, State ADA Coordinator and General Counsel, Governor's Office of Disability and David M. O'Brien, Esq., ACCS Senior Associate Counsel

Academic Progression Policy

Revised February 2016, Effective Fall Semester 2016

Alabama Community College System Nursing Programs Concept Based Curriculum Progression Policy

Progression: In order to continue in the nursing program, the student must:

- Achieve a grade of C or better in all required general education and nursing courses and maintain a 2.0 GPA.
 - Be acceptable by clinical agencies for clinical experiences.
 - NOTE: If a student is deemed unacceptable by any clinical agency in any Health Sciences program, they are not allowed to attend clinical at any facility.
 - Maintain ability to meet eligibility criteria for nursing with or without reasonable accommodations.
 - Maintain current CPR at the healthcare provider level.
 - Maintain program health requirements (see Health Documentation 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 once. 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. ADN students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the LPN Bridge to RN program. These students must meet all admission requirements for LPN Bridge to RN, including a 2.0 cumulative GPA and valid Alabama (or multi-state) Practical Nursing License.
 5. Students with an unsuccessful attempt in a first semester course (NUR 112, NUR 209 or NUR 211) must apply for readmission.

If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student should complete a "Hardship Request" form. The program director or a nursing faculty committee will review and render 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 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. Students are accepted for readmission into nursing programs like any other new student, based on the fulfillment of admission criteria, application ranking, and the availability of class and clinical space.

Non-Progression: Any instance of failure (D or F) or administrative or student withdrawal (W) or in a nursing course.

Reinstatement Policy

Students who have been out of the program for longer than one year are not eligible for reinstatement.

1. Students should first schedule an appointment with the program coordinator to discuss eligibility for reinstatement.
2. **Eligibility for reinstatement expires 12 months after the last nursing course in which a student was enrolled. After 12 months, a student must apply for readmission.**
3. In order to be eligible for reinstatement the student must:
 - a. Apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
 - b. Receive unconditional admission status from the College.
 - c. Demonstrate 2.0 GPA in Nursing Program required courses completed at current institution;
 - d. Have no more than one non-progression since program admission.
 - e. Submit application requesting reinstatement to the Nursing Program by published deadlines. **For reinstatement into the following semester**, students must complete an online reinstatement application form within 48 hours of final grade postings (in the LMS) in the semester for which the student either failed or withdrew in order to be considered.
Fall Semester – May 31
Spring Semester – October 31
Summer Semester – March 31
 - f. Update immunizations, CPR, drug testing, and background screening according to program policy.
 - g. Demonstrate competency in previous course(s) as required by the College's nursing program.
4. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
 - a. Cumulative GPA is less than 2.0 at current institution
 - b. Refusal by any clinical agency to accept the student for clinical experiences
 - c. Classroom, lab, or clinical space unavailability, and/or
 - d. More than twelve (12) months have elapsed since the student has enrolled in a nursing course.
 - e. Health documentation is expired or incomplete by the first day of class.

Transfer Policy

The transfer policy applies to students desiring to transfer between Alabama Community College System (ACCS) institutions. It does not apply to students wishing to transfer from other institutions. Students from institutions outside the ACCS are eligible to apply to the nursing program as a new student.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program and demonstrate competency as defined by the institution.
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. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

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 applying 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.

Application/Admission/Selection Criteria

Published in the college catalog and online at www.calhoun.edu/nursing

LICENSURE

Upon graduation from a nursing program and with the approval of the department chair, an individual will be eligible to apply to write the National Council Licensure Examination (NCLEX-RN or PN) and apply to a state board of nursing for licensure as a practical or registered nurse. However, graduation and Chair approval do not guarantee eligibility to write the examination. While an applicant may meet the qualifications, final approval to take the licensure examination and become licensed in Alabama is subject to action by the Board of Nursing. **Passing the Criminal Background check and admission to the nursing program does not ensure eligibility to take a licensure exam.**

Application for Licensure

The Alabama Board of Nursing requires that an individual who applies for a license must submit their social security number (SSN) on the transcript for application purposes and therefore the last four digits of a SSN is included on transcripts sent from Calhoun Community College. You must be a citizen or legal US resident.

Applications which indicate eligibility for license pending examination results will be processed routinely. All applicants must respond to regulatory questions that aid the Board in determining the applicant's "good moral character" as required by law. An affirmative response does not preclude an individual from licensure and applicants are expected to read the questions carefully and answer honestly. As a matter of fact, many people are licensed each year who provide affirmative responses to one or more of the regulatory questions. The regulatory questions ask about your past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge.

An applicant who answers "YES" to any of the regulatory questions must submit a detailed written explanation of the circumstances surrounding the event(s) which you are disclosing on your application. You must also submit additional supporting documentation. Examples of supporting documentation include Case Action Summary for criminal activity; Admission & Discharge Summary for previous substance use or mental health treatment; Military DD214.

Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming.

The candidate will be contacted by Board staff and an investigation will be conducted. The application cannot be processed, nor can a temporary permit be issued until the matter is resolved. When warranted, an administrative hearing will be conducted. The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a practical or registered nurse. A candidate with questions regarding his or her application should review the FAQ at www.abn.alabama.gov.

ABN Regulatory Questions

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgement withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory or country? Any crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation".
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
7. Is there disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides, "Honorable" and/or court-martialed you?

Denial of a License

Legal requirements for licensure may be found in the *Alabama Board of Nursing Administrative Code* (www.abn.state.al.us). Grounds for denial of an RN or LPN license by examination include but are not limited to:

- Disciplinary action on a health-related license or registration in any state, territory or country
- Conviction of a felony
- Conviction of a misdemeanor or felony involving moral turpitude or gross immorality (drugs, theft, lewdness, any sexual offense, abuse, violence, fraud)
- Conviction of a state or federal law relating to controlled substances (may be misdemeanor or felony)
- Failure to show good moral character as pertaining to nursing
- Abuse of or addiction to alcohol or other drugs
- Mental or physical condition rendering one unable to safely practice nursing with reasonable skill and safety; unable to exercise appropriate nursing judgment; impairment of functional capacity; judicial finding of incompetence
- Unprofessional conduct detrimental to the public's health, safety or welfare; inappropriate or disruptive behavior
- False representation of facts on application for licensure
- Having another person appear for a licensing or certification exam

(Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8-.01; 610-X- 8-.02)

Applicants who have been found guilty of certain offenses may be denied licensure. The Alabama Board of Nursing, as well as other state boards of nursing, has the power to deny eligibility for licensure as defined by board rules and regulations.

Enrollment & Registration Requirements

Students enrolling in a nursing program must attend Orientation, meet with a nursing program advisor, complete the *Nursing School Toolkit for Success* online course, provide a clear Background Check and complete all health documentation requirements prior to enrolling in a NUR course.

Notification of Program Changes

Policy is communicated to students by means of the Health Science program, program policy manual, learning management system, College Catalog and Student Handbook and college website. All are revised regularly to provide current and accurate information, with annual updates.

Toolkit for Success

The ACCS 2016 Nursing curriculum includes the provision for a free and required program to prepare students for success in nursing school to include: effective reading, note-taking, organizational skills and time management, study skills, and test taking strategies. Students accepted into a nursing program will be pre-enrolled in this course in the college Learning Management System (LMS). Activities must be completed by the published deadline. Students will not be allowed to enroll until the required pre-work is complete.

STUDENT INFORMATION

Academic Dishonesty, Plagiarism

All written assignments and examinations must be the student's own work and should not be completed in collaboration with others. Academic dishonesty is particularly reprehensible in potential health care professionals and will not be tolerated. See the current *CCC Catalog and Student Handbook* for definitions and procedures relating to student misconduct and dishonesty under **Code of Conduct**.

No form of plagiarism will be tolerated, including use of another student's work, falsifying information in clinical activities, patient information or falsifying clinical hours. If a student knowingly submits false information, he or she will receive a failure from the course.

Artificial Intelligence (AI Policy): Not Permitted in the Nursing Program. It is expected that all submitted work is produced by the students themselves, whether individually or collaboratively. Students must not seek the assistance of Generative AI Tools like ChatGPT. Use of a Generative AI Tool to complete an assignment constitutes academic dishonesty.

Advising

Course pre-registration is available mid-semester as published in the college course schedule. Students accepted and enrolled in the nursing program are assigned to a current course faculty for advisement. For each semester enrolled, students are responsible for scheduling an advising appointment with their nursing advisor to register and provide evidence of health documentation compliance. Pre-nursing students are advised by general advisors in the Advising Office.

Alpha Delta Nu Nursing Honor Society (Epsilon Kappa Chapter)

The OADN Alpha Delta Nu Nursing Honor Society promotes scholarship and academic excellence in nursing. The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The Society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing. Each chapter can set additional requirements and specific timeframes for provisional membership after a student has met the minimum standards of an earned grade of B or better in each nursing class as well as no previous failures of any nursing class.

Students would be invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if the student earns a grade of B or better in all courses. Students shall have demonstrated conduct on campus and the clinical areas that reflect integrity and professionalism.

Any non-generic student (Bridge program) shall be offered membership who has earned a grade of B or better in all nursing courses in the semesters prior to the fourth semester of the program.

Sponsor: Dr. David Welsh, (256) 306-2988, email david.welsh@calhoun.edu

(OADN Alpha Delta Nu Nursing Honor Society, 2021. https://oadn.org/wp-content/uploads/2022/01/OADN_Bylaws_20_08_01_FINAL.pdf)

National Student Nurses' Association

The Student Nurses' Association (SNA) at Calhoun helps mentor nursing students preparing for initial licensure as registered nurses, who will be the leaders of the nursing profession in the future. The SNA conveys the standards and ethics of the nursing profession while promoting leadership, fellowship, and encouragement of future participation in professional nursing organizations.

Sponsors: Decatur Campus: Dr. Cathy Simpson, (256) 306-2797, e-mail cathy.simpson@calhoun.edu
 Huntsville Campus: Ms. Joy Waybright, (256) 890-4726, e-mail joy.waybright@calhoun.edu.

Meeting dates and times: TBA although usually the third Wednesday of each month at 7:30 pm.

Outstanding Nursing Student Selection

Faculty selection of an outstanding nursing student in fall and spring graduating class is made each year. Outstanding students are recognized during the Honors Day Ceremony at the end of the spring semester and at the Nursing Program Candlelighting Ceremony in the fall semester. Outstanding students are chosen based on the following criteria:

- Academic merit which includes a Grade Point Average of 3.2 or above and a grade of 75% or > on each comprehensive final exam
- Clinical performance which displays caring, compassion, and a striving for excellence in nursing care
- The potential for making a worthwhile contribution to nursing including the demonstration of professional behaviors and involvement in student affairs
- Maintains good interpersonal relationships and relates well with peers as well as superiors and subordinates

Scholarships

The Calhoun Foundation offers scholarship opportunities to students who have completed a FAFSA and a scholarship application by March 1 each year. The online application is available November 1, at www.calhoun.edu/scholarships

Foundation Scholarships:

Awards sponsored by donors specific to nursing and healthcare majors. Eligibility criteria varies for each award. Eligible scholarship applicants will be matched with the available scholarships reflective of their scholarship application.

Institutional Academic Scholarships

This scholarship is available to any student (incoming or current). Awardees are selected by a multidisciplinary scholarship committee. Preference is given to students with GPAs of 3.0 or higher. ACT scores are taken into consideration when awarding high school seniors. This is a one-year scholarship for \$2,000 (\$1,000 per semester).

Rhoda Hutchinson Nursing Scholarship

Each year one freshman level student in the ADN program will be selected by nursing faculty as the recipient of the Rhoda Hutchinson Nursing Scholarship honoring Dr. Hutchinson, former chairperson of Health and Physical Education Division. The scholarship is awarded to a student who exemplifies excellence in nursing. The following criteria are used to select the scholarship recipient:

- Has applied for financial assistance through the College
- Academic merit which includes a Grade Point Average of 3.2 or above and a grade of 75% or > on each comprehensive final exam
- Clinical performance which displays caring, compassion, and a striving for excellence in the delivery of nursing care
- The potential for making a worthwhile contribution to nursing including the demonstration of professional behaviors and involvement in student affairs
- Maintains good interpersonal relationships and relates well with peers as well as superiors and subordinates

Stacey M. Cernadas Scholarship

This award is made possible by the family of Stacey Michelle Cernadas to offer an exceptional opportunity to help Stacey's spirit live on and help others, as she did. Stacey was proud of both her Bolivian and American heritages. After receiving her RN degree at the College of Southern Nevada in Las Vegas, Stacey chose to work in a trauma unit and later completed her EMT degree at Trenholm State Community College, which allowed her to pursue her dream job as a flight nurse. In early 2016, Stacey was assigned to Haynes LifeFlight, based in Montgomery, Alabama, which responded to accidents and emergencies via helicopter. Stacey's last dispatch was a call in the late hours on a Friday night. This scholarship will cover tuition, fees, and books for a full-time student enrolled in the Nursing Program.

ATTENDANCE POLICIES

Attendance Policy of Calhoun Community College

College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus establishes the instructor's expectations, policies, procedures, course content, course schedule, and other information defining the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should first consult their instructor and, if necessary, the department chairperson before contacting the Dean.

Communication with the instructor concerning absences is essential.

With official documentation the program considers the following circumstances as **excused absences**:

- Military personnel who are involuntarily called to active duty for unscheduled and/or emergency situations,
- Individuals called for jury duty, and other legal proceedings, and
- Death of immediate family member (grandparent, parent, spouse/partner, sibling, child)
- College-related events which the student is required to attend by the club sponsor, and which have been approved by the appropriate Dean.

Make-up work will be accepted under these excused circumstances as outlined in each course syllabus.

If a student fails to officially withdraw from a course, this could adversely impact financial aid. Students who receive Financial Aid or Veteran's benefits should contact Financial Aid for more information.

Effective fall 2024

Attendance Policies of the Nursing Department

Attendance policies of the Nursing Department are commensurate with those of the College as stated in the *CCC Catalog and Student Handbook*. Students are required to attend all classes for which they are registered. Each student should accept academic responsibilities for successful completion. The policies for Classroom, Lab and Clinical are varied and students should be aware of the consequences. Class attendance is important for students to gain and demonstrate competency in course concepts and skills. Any class session missed, regardless of cause, reduces the academic opportunity of the student to prepare for entering the nursing profession. Nursing students are expected to:

- Attend all scheduled classroom sessions for their entirety;
- Attend all scheduled clinical learning experiences and meet the required course hours;
- Be present for campus laboratory sessions for skills practice, validation, and simulation;
- Be punctual. Tardiness is considered unprofessional behavior.

Classroom Absence

Nursing students are required to attend class. Each class absence leads to decreased comprehension of course material and poor academic performance. Students are responsible for missed material.

- A. Attendance will be taken at each class meeting. Students not present in the classroom when attendance is taken are considered absent.
- B. Attendance will be recorded no earlier than 10 minutes after the start of class and no later than 10 minutes before the end of class to allow for late arrival or early departure. Arriving late or leaving early is disruptive to other students.
- C. The method and timing of recording attendance is at the discretion of the instructor.
- D. Lab and Clinical attendance are separately recorded. Refer to Lab and [Clinical Absence](#).
- E. Students who view/listen to live class sessions via online technologies will be counted as absent if the class is not listed as hybrid or online.

Class roll Sign-in sheets may be distributed at any time during a scheduled class, and it is the responsibility of the student to document their attendance by signing the class roll, physically or electronically (depending on class delivery method). Signing the class roll for another student is dishonest and the individual will be subject to the **CCC Student Code of Conduct and Disciplinary Procedures**.

Make-Up Work Students who miss class shall receive a "0" for any missed assignments and/or pop quizzes. Class attendance is subject to the current college attendance policy.

Absence from a Written Examination In order to be eligible to sit for a make-up test, a student is required to contact the course leader, program coordinator or nursing department secretary in advance of the scheduled test. A message may be left on voice mail. **(Refer to Testing Policy)**

Clinical Absence

- Clinical attendance is mandatory.
- Simulation is counted as clinical time; therefore, all clinical attendance policies apply.
- Notification of a clinical or simulation absence must occur BEFORE the scheduled clinical start time, by contacting the clinical instructor or simulation coordinator/lab faculty, respectively. If unable to reach the clinical or simulation instructor, the student must leave a voicemail on the Nursing Dept voicemail and the Course Leader voicemail.
 - Failure to notify appropriately, or a no call/no show, will result in a grade of UNSATISFACTORY for the clinical day
- There are NO excused absences for clinical, including illness or being sent home by the clinical instructor for unsatisfactory behavior or illness.
 - Mandatory participation in a college-sponsored event or jury duty will require the missed time to be made up, at the discretion of the Director of Nursing after approval of official documentation.
 - All assignments due on the date of the clinical absence are still due, regardless of the absence. It is the student's responsibility to arrange a method of assignment submission.
- A student is only guaranteed ONE clinical make-up day per semester.
 - Documentation from a provider for a clinical absence is not mandatory, though it is strongly encouraged, in the event of a second clinical absence during the same semester. Submit to the Clinical Coordinator.
 - Exceptions to the policy are determined based on the "Hardship Policy," that requires official documentation of any emergency/extenuating circumstances, which may include court documents, documentation by a provider, hospitalization records, memo from funeral director on letterhead or obituaries with the student officially named as a relative. Unofficial documentation, such as personal notes from the student or family, will not be considered.
 - In such cases where there is not space or availability for make-up prior to the beginning of the next semester, the student will receive a grade of INCOMPLETE (I) for the course, which will prevent progression through the nursing program.
 - There is no guarantee of space and/or availability to make up clinical hours in the next semester, beyond the ONE clinical make-up day at the end of the next semester.
- Incomplete health documentation requirements (CPR, immunizations, TB skin test, background check, drug screen, etc.) will prohibit clinical attendance and will exhaust the one (1) allowed make-up. Absence due to incomplete documentation will be assigned a grade of UNSATISFACTORY.
- Pregnancy/Delivery, Court Appearance or other KNOWN/anticipated absence should be communicated, in writing, to the course leader and Clinical Coordinator in advance, as soon as you are made aware, to facilitate planning of student's clinical hours necessary to meet course clinical requirement.

Hardship Policy

Nursing program faculty are committed to assisting students to reach their academic goals and are aware that unexpected personal circumstances may occur which may require excessive clinical absence. Students who have experienced catastrophic illness/injury or hardship requiring absence in excess of the one (1) allowed day, may request special consideration to remain enrolled in the program. Such considerations outside the range of usual experiences which may be considered a personal hardship could include documentation of a serious illness, death of an immediate family member, personal loss due to natural disaster, domestic violence, crime or other exceptional situations beyond the student's control. Temporary ailments such as headaches, colds and minor gastric upset are not serious medical conditions; and car trouble, utility disruptions and test anxiety cannot be accepted as hardships.

Communication, in writing, with the Clinical Coordinator before an anticipated absence (i.e., pregnancy or court appearance) is necessary to meet course requirements.

The written request for the Hardship should be submitted to the nursing program chair in a timely manner, with explanation of the circumstances and what special consideration is being requested. Provide specific dates and an

anticipated time when a normal schedule can be resumed. Students are expected to provide official evidence to support a hardship request such as documentation by a medical practitioner, lawyer, psychologist, social worker, or a police report or death notice. All care will be taken to protect student confidentiality. See [APPENDIX](#)

College Closure / Class Cancellation

In the event classes are cancelled because of inclement weather the college website, radio stations WZYP, WEUP, WAAY, WRSA, WBHP and WDRM and television stations WAFF-48, WAAY-31, WHNT-19 will be contacted no later than 6:30 a.m. for day classes and 3:30 p.m. for evening classes. Area radio and TV stations will be contacted ONLY when classes are canceled. The CCC ALERT system notifies subscribers promptly of decisions regarding class cancellation and College closings.

Nursing students are encouraged to register with ALERT. (See [Safety](#)) Students are asked to check these sources for news and refrain from calling the nursing department regarding possible delays or closing. Should the College delay opening on a scheduled clinical day, students should report to the clinical agency at the announced opening time. Check your learning management system (LMS) and Calhoun email for changes or deviations to the schedule. On occasion students may be directed to report to the campus lab. Anticipate schedule additions/changes in the event of weather days, as the course requirements must be met for clinical hours. **Students are not penalized for clinical absences due to inclement weather.**

Revised 8.3.2012, 7.21.15, 7.2.2024

Attendance - Lab

Absence from Campus Laboratory Skills Validation Students that anticipate an absence from a scheduled lab session or skill validation are required to contact the course leader prior to the scheduled lab session. To be eligible to participate in a make-up skills validation session, a student is required to contact the course leader or nursing department secretary in advance of the scheduled skills validation. A message may be left on voice mail. There will be an assigned day to make-up the missed validation. Failure to attend a scheduled make-up skills validation will result in a "U". Missed Skill Validation will require remediation. Refer to course syllabus for lab grading.

Open Lab Practice Students are encouraged to utilize the lab for independent practice of skills in addition to scheduled sessions in order to gain confidence and familiarity with skills for validation. Open lab practice may be required for your course, refer to course syllabus.

Absence from Simulation Students are **required** to participate in all simulations for course completion and progression in the nursing program. Students will be considered absent if arriving 15 minutes after scheduled simulation start time. Simulation and laboratory time may be scheduled outside of posted classroom hours. Simulation may be conducted on alternate campus. Students that anticipate an absence from a simulation are required to contact the simulation coordinator or nursing department secretary prior to the scheduled simulation.

Auditing Nursing Courses

Students are not allowed to audit any nursing or Health Science Class per policy of the Alabama Community College System, Department of Postsecondary Education.

Effective date: Sept. 12, 2012

Candlelighting and Pinning Ceremony

A Candlelighting and Pinning ceremony is held in May and December after completion of the Nursing Program. To participate, students must have successfully completed all course and program graduation requirements. Those who complete all program requirements are also eligible to participate in the college-wide graduation exercises held annually in May. The ceremony celebrates nursing students' hard work and determination and signifies entrance into the ranks of professional nurses. The nursing pin is unique to each school of nursing and is a symbol of pride and achievement that only graduates from Calhoun Community College Nursing Programs may wear. CCC Nursing pins can be purchased in the CCC Bookstore. Students are allowed to use the professional nursing pin of the CCC Nursing Program, a generic professional nursing pin, or a professional nursing pin used by parents or grandparents. Students must be in uniform to participate.

Civility

The ACCS identifies professionalism as one of the five eligibility criteria of nursing education and is required for admission, progression and graduation. Select attributes relative to civility include: the ability to convey caring, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others; adapting to changing environments and situations; accepting responsibility, accountability, and ownership of one's actions' and examining and modifying one's own behavior when it interferes with nursing care or learning (Refer to [ACCS Eligibility Criteria](#))

Civility encompasses behaviors acceptable to the profession and is an expectation in all Department of Nursing encounters and experiences in professional practice. Students, nurses and faculty must practice with compassion and respect for the inherent dignity, worth, and uniqueness of every individual. Principles of respect extend to all encounters. This standard of conduct precludes any and all prejudice actions, any form of harassment or threatening behavior, or disregard for the effect of one's actions on others. Please respect and do not be disruptive to the learning environment of others.

Classroom Behavior

Unsanctioned talking, eating, sleeping, and reading unrelated material during a class will be considered rude and disruptive. Students may be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the faculty member, Program Director, and/or Dean before allowed to return to class. Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Faculty members may not allow late/tardy students to enter the classroom until a break is called. (Refer to Classroom Expectations)

CODE OF CONDUCT & Professional Behavior in Nursing

Nursing students are expected to comply with CCC Policies and Regulation as outlined in the *CCC Catalog and Student Handbook*. In addition to college policies, the nursing department has established additional expectations. Each student represents CCC and the nursing profession during clinical learning experiences.

Core values expected of CCC nursing students include projecting integrity and caring in behavior, displaying respect for others including maintaining confidentiality, and practicing nursing skills following evidence-based guidelines. Nursing students are expected to exhibit professional behavior at all times – in class, lab and clinical– and may be evaluated at any time while on campus or in uniform and includes meeting deadlines for required documentation for clinicals. **(Refer to [Eligibility Criteria](#))**

Students are expected to abide by the following nursing department policies. Failure to abide by any one of these policies will result in a grade of 'O' (**unsatisfactory/U**) for the clinical learning experience session.

- A. Students may not exchange money or gifts with employees or patients during the clinical experience.
- B. Students' clinical attendance is for the purpose of learning to perform competently as a safe nurse with no expectation for monetary or other compensation for participation in the clinical aspect of a course.
- C. Students must not exchange addresses or phone numbers with patients.
- D. Students may not leave the assigned unit of a clinical agency without the knowledge and consent of the clinical supervisor.
- E. Students are expected to maintain confidentiality regarding any information and knowledge acquired during clinical experiences. Students are not to disclose any confidential information to any person unless necessary for performing their duties as a student. Failure to maintain confidentiality will result in a grade of 'O' (unsatisfactory/U) for the clinical day and may result in an "F" for the course and dismissal from the nursing program.
- F. Students are required to provide care to the patient(s) assigned by the clinical supervisor.
- G. Unless specifically directed by the instructor, students should not assume any responsibility for patient care, have patient contact, or review patient's records in a clinical facility until the clinical supervisor is on the premises of the agency.
- H. Students may not use or respond to text or mobile phone during clinical experiences and the phone must be kept on silent mode. Some agencies will not allow mobile phones in the facility.

- I. Students shall not represent themselves as nursing students or engage in patient care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum.
- J. Any student in clinical learning experiences who for any reason in the clinical supervisor's opinion poses a threat to patient safety may be asked to leave the clinical agency.

Social Networking/Social Media Policy

Definition: As non-limiting examples of the Social Networking sites/social media this policy is intended to cover are Facebook, Instagram, X (Twitter), SnapChat, TikTok, and any other site that is normally considered under social networking. The taking of photographs, texting, using personal email, and the use of social media at clinical sites is strictly prohibited.

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. **Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to suspension from the college.** Removal of an individual's name, or face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other healthcare professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. A violation of this policy will be subject to appropriate disciplinary actions. The following guidelines are to be followed:

- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on your personal computer or other electronic device
- Do not remove documentation, such as clinical forms or reports, from clinical facilities that includes patient information or potential patient identification.
- Email or texting correspondence with faculty should be treated confidentially and should not include patient identifying information
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussion with cell phones or other personal devices
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There is no such thing as a "private" social media site
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency
- Always maintain patient privacy and confidentiality
- Report breaches of confidentiality or privacy to appropriate discipline instructors promptly.

Student Dismissal: The clinical agency(ies) reserves the right to dismiss a student from clinical due to unprofessional or unethical behaviors. Any time the student cannot meet the clinical requirements of the clinical agency the student will be dismissed from the Health Science Program and administratively withdrawn from all Health Science courses at the time the event occurs. **Any Health Science student who is dismissed by a clinical agency is not eligible for admission into a CCC Health Science Program at any time.**

Disciplinary Non-Progression

The Dean of Health Sciences and the Nursing Department Chair reserve the right to recommend to the Vice President of Academic Affairs that a student should be terminated or not allowed to progress in a nursing program for any of the following reasons:

1. Unprofessional conduct (Appendix – Definition of Terms)
2. Violation of the CCC Code of Conduct, including academic dishonesty
3. Critical Incident (Appendix – Definition of Terms)

4. Physical, psychological, and/or emotional illness (Appendix – Definition of Terms)
5. Conduct in a clinical learning experience which leads to a breach in safety, confidentiality, legality, and/or accountability (See Professional Behavior)
6. Current alcohol and/or drug substances abuse (Appendix – Definition of Terms)
7. Failure to report an exposure to blood or other potentially infectious materials
8. Failure to follow procedures aimed at controlling the spread of blood borne pathogens. (See Exposure Control Plan)

The recommendation will be provided in writing to the Vice President of Academic Affairs and/or the Dean of Student Affairs for appropriate disciplinary actions. Refer to the current *CCC College Catalog and Student Handbook* for information on due process for student disciplinary cases.

Communication/Chain of Command

Official college-wide communications with students are conducted through Outlook email. All students have an Outlook email account which can be accessed from www.calhoun.edu. Nursing students will use Outlook email to communicate with program faculty. **Nursing students are responsible for checking their Calhoun email and reading course announcements posted in your learning management system (LMS).**

Should a problem arise during the semester, students should follow the chain of command to seek timely resolution. The student should first seek to solve issues with the instructor or student involved. If a resolution cannot be reached, the student should consult the Program Coordinator. If this does not solve the issue, the student may make an appointment with the Nursing Department Chair. The Dean of Health Sciences is consulted if the problem remains unresolved.

Faculty may choose to share their personal cell phone number with their students or clinical group. This is to be used only for emergency situations, such as may arise for a clinical absence. Questions related to assignments, testing or other non-emergent situations are to be handled by email or office phone. Please respect time of day when contacting faculty by cell phone.

Communication in Online Courses

When a course relies on synchronous and asynchronous communication, you will have the opportunity to interact with others in the class, develop and share ideas, pose questions, receive and give feedback, and share experiences. For communication to be effective, interesting, and useful, it is important that you contribute by sharing information, reading information shared by your peers, and responding with respectful and constructive input.

Communication with the Instructor

Calhoun email is the preferred method of communication for private messages between students and the instructor in this course. Please remember, however, that while the Internet is available 24 hours a day, your instructor and other students are not. In this course, you can expect that your instructor will respond to Calhoun email within 24-48 hours (up to 72 hours if it is the weekend). The standard feedback time for assignments is 1 week unless otherwise indicated.

In order to stay engaged in the class and meet the course requirements, students are expected to login to the online course room daily.

General course questions should be addressed in class or through a post in the “General Course Questions” discussion forum so that everyone can benefit from the answer. **Urgent issues should be addressed via phone call, scheduled or virtual office visit.**

Maintain a Professional Code of Conduct

The classroom is a professional environment where academic discussions and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of others.

Students have the right and privilege to learn in the class, free from harassment and disruption. This course follows the Anti-Harassment Policy as defined in the Student Handbook located at the back of the [College Catalog](#). **Students found to be in violation of that policy are subject to appropriate disciplinary action.**

Important Guidelines to Remember

As you participate in online discussion forums and chat, it is important to remember some basic things about online communication:

- Calhoun.edu is secure email and should be considered private communication between the sender and recipient(s), but it can easily be shared. With that in mind, do not send communication that you would not want shared and do not share communication that was intended to be a private message to you.
- Consider discussion forums, blogs, and chat to be public spaces because everyone in the course can read what is posted there. Remember that HIPAA or FERPA information should not be shared outside of discussion forums.
- Remember, written communication is not always an effective or efficient way of communicating so recognize when you need to talk to your instructor via phone or office visit.

Facial Expressions and Body Language

It is important to remember that online, your instructor cannot see the confused, frustrated, or unhappy expressions on your face if you encounter problems so you must communicate directly with your instructor so that he/she can help. If you have an issue, remember that you're responsible for:

- Asking for assistance
- Being direct, persistent, and vocal when you don't understand something
- Communicating often and early

Tone and Courtesy

Always consider how your tone or writing style will be received when your message is read. Both the traditional and online classrooms are professional environments where academic discussions and learning take place so remember to treat them as such. Keep these points in mind:

- Humor can be difficult to convey in text so be careful when you are trying to be funny
- Think through and re-read your message before sharing

Emoticons

Emoticons are graphical expressions created by combining specific letters or symbols such as :-) to create a smiley face. Use of emoticons is considered a friendly and informal style of communicating feelings in plain text messages. Be careful not to rely too much on emoticons or symbols in your communication as they may not easily understood by others or may distract from your intended message.

Writing Requirements

This is an academic environment so your writing should conform to the rules of Standard English. Here are some guidelines for all messages posted to the course's discussion forums or sent via email:

- Avoid slang (e.g., "Hey", "Yo," and so forth)
- Don't use profanity
- Use standard spelling - you (not u), are (not r), to or too (not 2)
- Avoid acronyms
- Use spell check. Mistakes in spelling and grammar reflect poorly on you, and they are not acceptable.
- DON'T WRITE THE ENTIRE POSTING WITH YOUR CAPS LOCK ON.

Adopted: May 12, 2020

Cost Estimates

The Nursing Department endeavors to keep student costs as low as possible, however expenses are subject to change without notice. Transportation costs to clinical facilities is the student's responsibility, and as such, it is the student's responsibility to provide or arrange for transportation.

Items	Credit Hours	Tuition / Fees
First Semester		
Tuition, BIO 201: Anatomy & Physiology I	4	\$ 680.00
Tuition, MTH 100: Intermediate College Algebra	3	\$ 510.00
Tuition, NUR 112: Fundamental Concepts of Nursing	7	\$ 1,200.00
**Malpractice Insurance (Due w/tuition)		\$ 12.00
**Nursing Testing Fees (Due w/tuition)		\$ 250.00
Nursing Kit (Bookstore only)		\$ 200.00
*Background Check & Health Credentialing		\$ 200.00
*Drug Screen		\$ 50.00
*Health Requirements		\$ 400.00
Books & E-resources		\$ 1,400.00
Uniforms (based on 3 sets)		\$ 150.00
*Scrub Jacket		\$ 40.00
*Shoes		\$ 100.00
Supplies		\$ 200.00
Laptop		\$ 1,000.00
*C.N.A. Testing with ProMetric		\$ 85.00
Semester Total	\$6,647	
Second Semester		
Tuition, ENG 101: English Composition I	3	\$ 510.00
Tuition, BIO 202: Anatomy & Physiology II	4	\$ 680.00
Tuition, NUR 113: Nursing Concepts I	8	\$ 1,370.00
**Nursing Testing Fees (Due w/tuition)		\$ 250.00
Nursing Kit (Bookstore only)		\$ 250.00
vSim		\$ 170.00
Semester Total	\$3,230	
Items	Credit Hours	
Third Semester		
Tuition, Speech elective	3	\$ 510.00
Tuition, PSY 210: Human Growth & Development	3	\$ 510.00
Tuition, NUR 114: Nursing Concepts II	8	\$ 1,370.00
Tuition, NUR 115: Evidence Based Clinical Reasoning	2	\$ 340.00
**Malpractice Insurance (Due w/tuition)		\$ 12.00
**Nursing Testing Fees (Due w/tuition)		\$ 250.00
*Annual Background Check		\$ 50.00
*Annual Drug Screen		\$ 50.00
TB Skin Test Renewal		\$ 25.00
Flu Vaccination		\$ 50.00
CPR Renewal		\$ 100.00
Books & E-resources		\$ 700.00
*Transcript Processing Fee		\$ 5.00
*NCLEX-PN (optional)		\$ 200.00
*PN License/Application Fee (optional)		\$ 175.00
Semester Total	\$4,347	

Fourth Semester		
Tuition, BIO 220: Microbiology	4	\$ 680.00
Tuition, NUR 211: Advanced Nursing Concepts	7	\$ 1,200.00
**Nursing Testing Fees (Due w/tuition)		\$ 250.00
vSim		\$ 350.00
Semester Total	\$2,480	
Fifth Semester		
Tuition, Humanities elective	3	\$ 510.00
Tuition, NUR 221: Advanced Evidence-Based Clinical Reasoning	7	\$ 1,200.00
**Nursing Testing Fees (Due w/tuition)		\$ 250.00
*Transcript Processing Fee		\$ 5.00
*RN License/Application Fee		\$ 375.00
*Graduation Ceremony Fees		\$ 50.00
*Candlelighting		\$ 58.00
*NCLEX-RN		\$ 200.00
Semester Total	\$2,648	
Grand Total	\$	19,352.00

These prices are subject to change and are based on rates current as of May 15, 2024.

*These items are not covered by financial aid.

** Items will only be covered by financial aid if you select the option in your MyCalhoun account for additional fees to be covered. For more information, contact the Financial Aid office.

DRESS CODE and PERSONAL APPEARANCE

“Clothing is a form of nonverbal communication that stimulates judgmental or behavioral responses in others. Our clothing makes it possible for a stranger to categorize us — at least tentatively — and sets the stage for further interaction... Those who wear uniforms are issued a common identity, separating them from others. But uniforms send out a dual message: They are symbols of authority and power and, at the same time, a sign of reduced individuality — the wearer must act according to the expectations and limitations defined for the group.” Kalisch, B., & Kalisch, P. (1985). *Dressing for success*. American Journal of Nursing, 85 (8), pp. 887-888.

Uniform Requirements

The CCC official and complete nursing uniform consists of:

- A designated style and color **scrub jacket, pant and top** for men and women. All uniform components must be wrinkle-free, neat, clean and intact.
- An **emblem**, specially designed for CCC nursing students, must be SEWN on the front left side of the uniform and scrub jacket, centered between the shoulder seam and on a line approximately even with the axilla, readily visible for easy identification of the student. Pinning the emblem on the uniform and scrub jacket is not permitted.
- **Socks:** solid color to match the shoes (white, black or navy) and visible above the shoe line.
- **Shoes:** White, black or navy, SOLID color; leather (or fluid impervious) athletic or nursing shoe (non-mesh) with minimal color logo (gray/silver/blue); must be low-heeled, closed-toe, closed-heel (clogs and high-tops are not permitted); must be clean and solid color shoelaces must match the shoe.
- A CCC **identification badge** worn above the waist
- Women may choose to wear the designated uniform top and a matching skirt with a hemline 4” below the knee and no longer than mid-calf for mobility safety. A slip the length of the skirt and plain white shoes and stockings are required. Knee-high hose or socks are not permitted.

Revised 1.2023

Dress Code, Personal Appearance & Hygiene

1. Uniform:

- All students enrolled in CCC health programs are required to wear the designated uniform **at all times** while in the classroom, campus laboratory, and clinical setting.
- A student not dressed in accordance with the uniform policy, including a properly worn ID badge, will not be allowed to remain in the classroom, laboratory, or clinical setting until they are in full compliance. Any missed work during this absence will be addressed by the nursing department attendance and make-up policies.
- A student may not wear a different uniform without approval from the Nursing Department Chair, including maternity uniforms. A professional appearance should be maintained at all times and must follow policies governing dress and grooming at any facility being utilized for a clinical learning experience
- A white, navy, or black short- or long-sleeved T-shirt with a rounded neckline or mock turtleneck may be worn under the uniform and tucked in. The T-shirt must be of smooth texture, no visible wording and non-transparent. The short sleeve must not exceed the length of the uniform sleeve and the tail must be concealed. The undershirt, socks, and shoes must all be the same color.
- A solid color navy, black, gray, or white sweatshirt, sweat jacket or quarter-zip pullover with Calhoun Nursing logo or with the CCC Nursing emblem applied per uniform policy are permitted in the **classroom**; and may not be worn for lab or clinical activities. Hoodies and vests are not allowed.
- Underwear must be worn and should not be visible. The abdomen and chest must be covered at all times.
- Information on the appropriate attire for students attending a clinical experience in a specialty area will be provided to the students by their specialty area clinical instructor.
- Religious or Cultural accommodation requests to the Uniform Policy should be made in writing to the Nursing Department Chair, stating the request and the reason for the accommodation. Additional documentation may be required.

2. Jewelry:

- One ring or a wedding ring set may be worn while in uniform.
- A watch which indicates seconds is to be worn at any time when in uniform. Smart watches are not allowed

during testing.

- Small ear studs (not dangling) for pierced ears may be worn if permitted by hospital policy. (Limit of one in each ear lobe.) No other piercings are allowed. If ears have been gauged, flesh-colored fillers may be used.
- Visible body piercing (other than earrings) is not permitted. This includes tongue piercing/forking, eyebrow/nose/lip/facial piercing, spacers in the ear lobe, and any other piercing that may be deemed as distracting.

3. Professionalism:

- The CCC uniform and emblem are to be worn only when functioning in the role of a nursing student or apprentice, and should not be worn for employment or when engaging in non-Calhoun sanctioned activities, such as consuming alcohol in public.
- Photo identification badges are made by the college for students. The badge should be attached to the collar of the uniform. The Calhoun student picture ID badge is required for all campus activities including testing and lab skills validation and for participation in clinical learning experiences. Replacement ID badges will be at the students' expense. Additional badges for specific clinical agencies may be required. Acquiring an additional agency specific badge is the responsibility of the student prior to the first day of clinical. Failure to wear the CCC ID badge and/ or required agency specific badges may result in a clinical absence for the student.
- Masks, if required, must maintain a professional appearance. Masks that have slogans, words, or pictures are not allowed. Acceptable masks and face coverings include: solid colors and patterns, hospital issued, team sports or school logos, and cartoon or child themed only in pediatric area.
- Smoking/tobacco use is prohibited and considered unprofessional conduct anytime the student is wearing any part of the Calhoun Nursing Uniform.
- Gum chewing is unprofessional and not allowed while in uniform.

4. Hygiene:

- Personal grooming and hygiene are essential. Cleanliness of the hands, nails, teeth, hair and body is expected. Showering/bathing and use of anti-perspirant or deodorant is required. Students who use tobacco products must take measures to eliminate smoke odor from clothing, skin, and breath. See Smoking/Tobacco Use Policy
- Hair should be clean, styled so it is off the shoulders and secured so it does not fall across the face or become a safety issue in lab and clinical. Hair should be of a natural color (i.e., no pink, orange, blue). Distracting extremes in hair styling, dyeing, bleaching, coloring and shaving designs into the hair are not permitted. Hair accessories are to be worn for the purpose of fastening hair and not as ornamentation. Clips, combs, elastics, etc. must be minimal and brown, black or tortoise in color
- Facial hair must be well groomed. Mustaches, beards and goatees are permitted, but must be neatly trimmed and not present a bushy or uncombed appearance. Mustaches must not extend over the lip. Beards must be short for safety and infection control purposes. Sideburns should be trimmed and no longer than the ear lobes.
- Fingernails are to be kept clean and cannot exceed $\frac{1}{4}$ inch from the tip of the finger. Nail polish is not permitted. Artificial nails are not permitted and include acrylic nails, tips, gels, wraps, overlays, and shellac.
- Cosmetics should be minimal. Strong fragrances, colognes or perfumes and highly scented grooming products should not be used as they may be offensive to patients, particularly those with allergies or compromised pulmonary systems.

5. Tattoos:

- Students should be governed by the concept of professionalism regarding tattoos. Tattoos regardless of location, that are obscene, degrading, offensive, or demeaning may not be visible at any time. Facial tattoos and neck tattoos are not permitted at any time and must be covered with a bandage. Though students are not required to cover tattoos at Calhoun Community College, students must comply with individual clinical agency policy when on clinical rotation.

Revised 1.2023

Personal Protective Equipment

The use of personal protective equipment is required to prevent the possible transmission of blood borne or other hazardous pathogens. Standard Precautions are to be utilized by students when caring for ALL patients in all clinical settings. Standard Precautions require students to wear protective equipment which may include mask, gloves, gown, shoe covers, apron/shields, and protective eye wear with side shields when there is a potential for exposure to blood and/or potentially infectious materials. See the procedure manual of the agency to which you are assigned for specific guidelines.

Required Equipment

Students are required to purchase and bring to every clinical learning experience and skills validation the following:

1. Protective eye wear with side shields
2. Stethoscope
3. Pocket-size notepad & Black ink pen
4. Wristwatch with sweeping second hand.
 - o Smart watch is prohibited during testing.
5. Bandage scissors
6. Sphygmomanometer with standard size adult blood pressure cuff
7. Penlight
8. Skills Validation Sheet
9. Nurse Pack – for skills lab only

Smoking/Tobacco Use

Health Sciences Policy on Tobacco Use

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and the use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in college buildings or in or upon other College premises or inside college owned, rented or leased vehicles is prohibited.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of CCC tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

As future leaders in healthcare related fields and in accordance with the professional standards of current healthcare workplace policies, CCC Health Science students are expected to serve as leaders and examples in the effort to promote healthy behaviors in populations they serve. Each CCC Health Science student has a duty to refrain from using tobacco products in accordance with this policy. **Students must eliminate smoke odor on clothing, hands or breath while on campus or any clinical setting. The use of tobacco products by CCC Health Sciences is considered to be a violation of professional standards and will be subject to disciplinary action according to the departmental policy of their respective field of study.** Because of the seriousness of the potential safety risks as well as the health risks of second-hand smoke, violations of the Smoking and Tobacco Products Policy will be addressed promptly and repeat offenders may be subject to dismissal from the program.

Adopted 7.31.2019

EVALUATION METHODS

Student learning in nursing courses is evaluated using a variety of methods including written/standardized examinations, written assignments, campus laboratory skills validation and clinical learning experience performance evaluation. Lack of student attendance may adversely affect outcomes.

The grading plan and evaluation methods used for each course will be defined in the course syllabus.

Each nursing course has a syllabus that is the student-teacher agreement for that specific course. The syllabus/ online learning management system (LMS) contains the course requirements and course objectives which must be achieved to pass the course. Nursing students are responsible for **all material taught in previous courses** and may be tested on that content in current courses. Therefore, students are encouraged to keep previous course syllabi and course materials.

You, the student, are the most important part of the nursing program. Your suggestions and ideas are valuable and aid us in strengthening the program. You are encouraged to use one or all of these mechanisms to voice your input: participation in student government, National Student Nurse Association, ad hoc student at departmental meetings or faculty committee meetings, student representation on the Advisory Committee; completion of course, clinical and program evaluations; or in person to faculty, the Nursing Department Chair, or the Dean of Health Sciences. Student input is a valuable tool for nursing department and program improvement, and we expect all students to participate.

Examinations in Nursing Courses

Every nursing course is a building block for clinical practice. Students must acquire a strong knowledge base in order to be successful in nursing. Examinations are a means of assessing comprehension and the mastery of course objectives.

- Examinations are administered after completion of a section of a course as deemed appropriate by the faculty to assess student progress in learning. The schedule of examinations is published at the start of a semester in the learning management system (LMS). Changes in examination dates and times are unusual but will be announced in advance in class and posted in the LMS.
- Unit examinations may be composed of any of the following: multiple choice, multiple answer ("select all that apply"), true-false, fill in the blank, short answer, matching, prioritization, bowtie, matrix, case study, drag and drop, hot spot and/or essay questions. The format of unit make-up exams will be at the discretion of the course instructor.
- Individual exam scores are calculated as a percentage of the total course grade as published in the course syllabus.
- Examination grades are posted in the LMS.
- Students are not to approach instructors for exam results for at least 48 hours after exam completion. Exam scores that are automatically posted upon completion of an electronic exam should not be considered final until the instructor(s) have reviewed the exam results.
- Testing may be conducted outside of scheduled class time.
- Standardized exams and resource programs are utilized by the nursing department to serve as diagnostic and assessment tools to maximize student success with test taking and critical thinking. Students are required to complete mandatory assignments in online resources. Testing activities will be associated with grading for every nursing course as outlined in the course syllabus. Standardized tests are nationally normed to provide the student and the program with data for improvement. Recommended remediation may be required after each standardized exam. Specific remediation requirements will be outlined in the course syllabi.

Exam and Testing Policies

Nursing students are expected to conduct themselves in an honorable, ethical fashion. In the event of proven misconduct, appropriate disciplinary action will be taken in accordance with the College academic dishonesty procedures. The following policies have been developed by nursing faculty to promote academic honesty and testing integrity:

For all examinations, the **student** will:

- Bring (2) No. 2 wood pencils, mechanical pencils are not acceptable
- Report to the assigned testing room at least 15 minutes prior to start of test and wait outside the testing room until faculty arrive.

- Wear the nursing student uniform, Calhoun ID badge, attached above the waist. Outerwear other than the scrub jacket will be removed for testing. Headwear (other than religious accommodations) is not allowed.
- ID badge will be verified prior to admission to the exam – Calhoun Student Photo ID or Hospital-issued Student Photo ID or valid driver's license is acceptable. Employee badge and other forms of identification are not acceptable.
- Secure all personal items in their private vehicle. No personal items are allowed on the desktop during testing. Faculty will not be held accountable for personal items left in other rooms or hallways.
- Surrender their exam for any questionable behaviors and leave the room with a faculty member. An investigation for academic dishonesty will be conducted for: Notes written/found/discovered on the student, clothing or desk; Talking; Peering on another's test; Listening to any recordings.
- Notify in advance of absence from an exam. Contact with the Course Leader, Faculty, or nursing department secretary is required in advance of the scheduled exam, skill validation, or final exam. A message may be left on voice mail.

Cell Phone Policy:

Students are not permitted to have a cell phone during testing. All cell phones or electronic communication devices (smart watch) must be turned OFF and stored in a dedicated area prior to the start of testing. Any student found to have a cell phone or electronic communication device within reach during an exam will be required to submit their exam immediately and will be scheduled to take a make-up exam. Any violation outside of these circumstances requires that you meet with the program director and consequences are at the discretion of the nursing program director.

Testing time allowance: Exams are set to allow 1.5 minutes per test item. For example, a 50-item exam will allow 75 minutes to test. Complicated questions, such as a case study or I & O will have extended time allowed.

Late Arrival: Students who arrive after the exam starts have the option to test in the remaining time or sit for the make-up exam. Refer to Make-Up Exams.

- **Late Arrival for students receiving ADA accommodations for testing:** Students with ADA accommodations need to arrive at the designated testing area 15 minutes before their scheduled start of test to allow time to settle in and prepare for testing. If, for any reason, you will be late for testing, you must notify the ADA office [Decatur at (256) 306-2630, Huntsville at (256) 890-4756] and your course leader. You will be allowed to begin your test up to 15 minutes after testing start time. If unable to begin testing within this allotted time, you will take a makeup test on the designated date/time noted on your course calendar. This is to your benefit to allow the full extended testing time outlined in your accommodations while preventing you from missing classroom lecture time.
- **Late Arrival for the Final Exam:** Students arriving after the start of the final exam will test in the remaining exam time. No make-up exams for finals will be administered. No rescheduling to a later seating of the same exam. Missed final exams are recorded with a grade of "0" without prior written request. Refer to Final Exam below.

Incomplete Tests:

- **For computerized exams** – It is the student's responsibility to submit a response for each item and verify that all items have a response prior to final submission.
- **For paper and pencil exams** - It is the student's responsibility to complete his/her test answer sheet completely. Any information left blank or unanswered on the answer sheet may result in a lower grade. ONLY the answer sheet will be graded. Incomplete identifying information such as name, test booklet, student ID number, etc. will result in a delay of grade posting. Faculty will not complete a student's test sheet information. It is the student's responsibility to make contact regarding testing/grade posting issues.

Test Review: Student responsibilities in "Exam and Testing Policies" apply with the exception of writing utensils are not allowed. Use of phone or smart watch/ringing phone in test review will prohibit attendance at all future test reviews. 'Smart' watch is prohibited. Review of test after a scheduled test review is at the discretion of the faculty in the course.

Test Item Challenge: Questioning an item on an exam must be made in writing with references from course material within 24 hours of the test or test review. Students will not be allowed to review tests at the end of the semester to challenge question answers for points. (See also Grade Appeal)

Make-up Exams/Skills/Simulations: Students who are late to an exam may elect to sit for a make-up exam. Absence from any exam requires prior notification.

- A student will only be permitted to sit for **two** make-up examinations per semester (not per NUR course). The make-

up must be taken on the assigned make-up test date posted in the course calendar. The third make-up exam is an automatic grade of zero (0).

- Make-up opportunities for examinations and skills validation are provided at the discretion of the nursing faculty.
- The format of make-up exams will be at the discretion of the course instructor.
- Eligibility for a make-up exam or skills validation requires contact with the Course Leader or nursing department secretary in advance of the scheduled test, skill validation, or final exam. A message may be left on voice mail.
- Make-up exam(s) must be completed by the last day of classes in a semester, prior to final exams.
- Skills validation make-up days will be posted in LMS. Any student not completing skills validation will be assigned the course grade of “I” until all skills satisfactorily completed.

Adopted: Spring 2009 Revised: Oct 2011, April 2013, June 2013, June 2014, May 2015, August 2016, August 2021

Clinical Judgment Exam (CJE) Remediation Policy

Each course in the nursing program will administer Clinical Judgment Exams (CJEs) during the semester. CJEs are developed by NurseThink and are based on NCSBN’s Next Generation NCLEX Project and CJE reports. Each CJE has 3 options: open check (non-proctored) and 2 benchmark versions (proctored). Course faculty determine the content and version most suitable for the students in their course. Students may be required to complete more than 1 CJE per semester. Specific schedules for testing and remediation will be noted on the course calendar.

Remediation is required coursework and must be completed before a student is allowed to sit for their final exam.

All CJEs will be evaluated based on the **Cut Score Grading Grid**. The grid is updated annually by NurseThink based on continual analysis of national CJE data. CJE performance determines required activities. The scores are divided into 5 levels:

1. Emerging Clinical Judgment
2. Developing Clinical Judgment
3. Achieving Clinical Judgment
4. Strengthening Clinical Judgment
5. Mastering Clinical Judgment

Refer to the current Cut Score Grading Grid posted in the LMS.

It is expected that all students will strive for a higher level of achievement by completing remediation that builds on their lowest scoring areas from each CJE. Students will follow the NurseThink L.I.G.H.T. Remediation Guidelines based on their CJE score. All students will remediate using these guidelines, which will be posted in each course shell. The remediation process is student-driven and includes active learning strategies that foster clinical judgment.

L.I.G.H.T. Remediation Steps

Each student will:

1. **Locate** and review their Strengths & Opportunities (S&O) report. The report will be released by faculty after all students have completed the exam.
2. **Identify** opportunities for growth by identifying the 4-5 lowest scoring areas/concepts. These are the gaps in knowledge. Colors red/yellow/green are used to determine level of performance, with red being the lowest.
 - a. Students who achieve a score that falls in the range of “Approaching Standard” or higher will complete remediation on a minimum of four (4) content areas.
 - b. Students who achieve a score that falls in the range of “Does not meet standard” will complete remediation on a minimum of five (5) content areas.
 - c. The student will complete, sign, and date the [RN S&O Remediation Contract](#) based on their report.
3. **Generate** active remediation by completing the activities selected from the remediation contract. Students will select a different client case for EACH of the lowest topics. NOTE: Students should view the clients as their “shift work” and consider the remediation as clinically addressing these areas for improvement, applying the knowledge to the care of the clients. Remediation activities are based on a PATIENT situation, not an exemplar/disease process. Chosen activities are to be from the contract and must follow the suggested activities based on the time frame. For example, a student cannot choose to complete a 30-minute activity if their assignment is to be 45 minutes.

- a. Students will use textbooks, Lippincott and NurseThink resources.
 - b. Remediation is to be handwritten on the appropriate forms as posted in the course shell. No copying or pasting. The use of notebook paper is not permitted.
 - c. All documents are to be labelled with student name, date of completion and patient name.
 - d. Students are encouraged to complete remediation using activities that address the focus of the CJE. For example, remediation following a Pharmacology CJE should focus on the medication aspects of the chosen activity.
4. **Have** a focused clinical debrief at the next class, lab or clinical. Students should be able to know their clients well enough to give SBAR, hand-off report, and answer Socratic questions. They may be asked to participate in discussion boards, small group discussion, and other reflection activities.
 5. **Timely** completion of client care/remediation. The deadline for completion of all remediation activities is 72 hours after release of the S&O report. Faculty may use discretion to allow extended time for remediation completion. Deadlines will be posted in the LMS/course calendar. A remediation dropbox will be provided in each course. All remediation documents, including the S&O report and remediation contract, will be submitted in a viewable format (.pdf preferred).
 6. Students will maintain copies of all Strength & Opportunities reports. These will be used for periodic comparison throughout the program.

Absence from CJE:

- Students who miss an OPEN CJE are required to make up the exam. The makeup date for open CJE's and associated remediation deadlines will be scheduled at the discretion of course faculty.
- Students who miss a BENCHMARK CJE are required to make up the exam. This will be rescheduled by faculty or planned for the semester makeup exam date posted on course calendars. Remediation will be due 72 hours after conclusion of makeup CJE.
- Students will receive no additional points for remediation of makeup CJE's (open and benchmarks).

Remediation Evaluation:

- Students will take all CJE's for the course and complete the required remediation. Completion of activities, student effort and timely submission of remediation will be evaluated. Points will be awarded as outlined in the course syllabus.
- For Open/non-proctored CJE's, the points will be incorporated into the Assignment total.
- For Benchmark/proctored CJE's, remediation points may be added to an exam grade (5 points). Course faculty determine which exam(s) receive remediation points. No more than 10 points may be added to exam grades per semester. If more than 2 CJE benchmark exams are given in a course, the additional remediation points are awarded as assignment points. Students who do not complete the remediation by the posted deadline must submit it before taking the final exam but will receive 0 points.
- No partial credit will be awarded for remediation.

Use of CJE's as unit exams:

Clinical judgment exams may be used in the place of instructor-developed unit exams upon approval by the Program Coordinator and Department Chair. The course leader is responsible for obtaining approval prior to the start of the semester. Scores for CJE's used as unit exams will be interpreted by following the NurseThink RN Cut Score Grading Grid categories. The score will be adjusted following successful remediation.

Category	Initial Score Posted	After remediation, score adjusted to:
Mastering Clinical Judgment	95	100
Strengthening Clinical Judgment	90	95
Achieving Clinical Judgment	85	90
Developing Clinical Judgment	75	80
Emerging Clinical Judgment	65	70
If score is 10 or > points below the "Emerging Clinical Judgment" score:	55	60

Dosage Calculation Exams

Nursing faculty believe the ability to complete math calculations correctly is an integral aspect of safe medication administration. The purpose of this policy supports graduate competency of Safety, defined by QSEN as “*Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.*”

- A 30-item dosage calculation exam is administered the first day of each semester starting with NUR 113 (not including NUR 209) regardless of whether the course is scheduled for that day. The second attempt is typically administered the second day of each semester regardless of whether the nursing course is scheduled for that day, allowing for successful completion prior to the end of drop/add.
- A detailed exam blueprint and practice exam will be provided for each course dosage calculation exam. A total of one hour will be allotted for completion of each attempt.
- The minimum passing score will increase as the student progresses in the nursing program. To continue in the course, by the second attempt, students must pass with a minimum score of:
 - NUR 113 = 80%
 - NUR 114 = 90%
 - NUR 211 = 90%
 - NUR 221 = 90%
- Students who have not successfully passed the dosage calculation exam are not allowed to continue in the course.
- Students who withdraw prior to the end of drop/add are not registered for the course; therefore, an attempt of the course is not recorded. Students who fail to drop the course, should withdraw prior to the withdrawal deadline, or receive an 'F' for a grade. Either grade (W or F) would constitute an attempt in the program. (Refer to progression policy).
- Students who miss the first exam administration will still be allowed two attempts but will receive a “0” for the recorded exam grade unless the absence is deemed extenuating by the Program Coordinator, Director of Nursing/Department Chair, Dean, or designee. Students should contact the appropriate course leader to request extenuating circumstances.
- All attempts should be complete by the end of the drop/add period.
- Course syllabi will explain how exam scores are included in the course grading plan.

Adopted fall 2024, effective spring 2025

Final Examinations

Attendance at final examinations is mandatory. A student who must miss the final examination has the responsibility of notifying the Course Leader to make arrangements to take the final examination on an alternative date, if permitted. This is accomplished by filling out a form entitled “Permission to Alter Final Examination Schedule” which may be obtained in the health division office. One copy is retained by the faculty member and one copy by the student. Students arriving any time after the start of the final exam will be allowed entrance and required to test in the remaining exam time. No make-up exams will be administered. No rescheduling to a later seating of the same exam. Missed final exams are recorded with a grade of “0” without prior written request. Failure to attend a final examination will result in a grade of “0” unless the necessary forms have been filed and permission has been granted for an alternate examination date.

Grading

The grading policy for nursing programs is more stringent than the general college grading. It is the belief of faculty that having a strict grading policy helps to better ensure knowledge and competency. Holding nursing students to more rigorous standards is necessary due to the nature of the profession relative to patient safety. The grading plan in each nursing course will be defined in the course syllabus.

Grading Scale for nursing (NUR) courses is as follows:

A minimum grade of 'C' in theory (75% or above) and "satisfactory" clinical performance is required to successfully complete a NUR course and to progress in a nursing program. Failure to pass theory, and/or campus laboratory skills validation and/or, clinical learning experiences will result in course failure.

NO ROUNDING: Individual test grades and final grades are not rounded to the next higher score. For example: If the final course grade is 89.5, then a grade of 'B' will be recorded. If the final course grade is 74.7, then a grade of 'D' will be recorded. Nursing examination and course grades are posted on the college LMS only. Official course grades are posted in *MyCalhoun* at the end of each semester.

Adopted: Summer 2015, Reviewed: Summer 2017, Summer 2024

A	90 – 100	Excellent
B	80 – 89	Good
C	75 – 79	Average
D	60 – 74	Poor
F	59 – below	Failure
I		Incomplete
W		Withdrawal

Incomplete

A letter grade of (I) Incomplete indicates course requirements have not been met. These requirements may include, but are not limited to, clinical hours, assignments, required coursework, remediation, and missing a final exam. Because an Incomplete does not meet satisfactory completion of the course, a student will not progress to the next course level. The student does not sign up for the course again but must meet with course faculty or program coordinator promptly to determine a plan for completion. **Regardless of the circumstances, a grade of Incomplete must be changed by the end of the following term or it will be converted to an F. (See college [Grading Policies](#)).**

Withdrawal

If a student chooses to withdraw from any or all of their nursing courses, it is important to review the Progression Policy and discuss the matter with your assigned advising faculty or Program Coordinator. If, following this conversation, you choose to withdraw from a course(s); it is your responsibility complete the withdrawal procedure published by the Office of Admissions and Records. Students should contact the Program Coordinator before withdrawing to discuss options for reinstatement. **Failure to officially withdraw from a course may result in a failing grade and adversely impact financial aid and your cumulative GPA.**

The college has an Emergency Withdrawal procedure for extenuating circumstance occurring after the withdrawal deadline. Refer to the CCC College Syllabus posted in the LMS.

Grade Appeal

The prevailing philosophy of CCC is that grade appeals be handled informally if possible. Only after full and comprehensive attempts have been made by a student and faculty to resolve a grade appeal have failed should a formal procedure be initiated. Nursing students wishing to appeal a final course grade should consult the **Grade Appeal Procedure** noted in the *CCC Student Catalog and Handbook*. There is no appeal procedure if six months of calendar time have elapsed; therefore, the grade appeal procedure must be initiated by the student within six months from the time the grade is received. There are two procedures for appealing a final grade. The first applies if the appeal is within the first eight weeks of the semester immediately following the one for which the grade was received. The second final grade appeal procedure applies if the appeal is after the first eight weeks of the succeeding term.

Students who wish to appeal a test or assignment grade must do so within ten (10) school days after the test/assignment grade is posted. The request should be made in writing to the Program Coordinator. The petition will be evaluated by the nursing faculty and a written response returned to the student within ten school days. (See also Testing Policy / Test Item Challenge)

Graduation

To graduate, a student must successfully complete the prescribed program of study with a 2.0 overall Grade Point Average (GPA). Refer to **Progression Policy**.

Students in their final semester of their program of study cannot graduate with a course grade of incomplete, "I".

Transcripts cannot be completed until a passing letter grade is posted, therefore there will be a delay in submission of the final transcript to the Alabama Board of Nursing.

Grievance / Resolution of Concerns/ Chain of Command

Students who have special requests, issues, problems, or complaints are to seek resolution by following the appropriate chain of command within the nursing department. The College encourages informal resolution of problems. Students are encouraged to resolve concerns immediately, but many questions or concerns may often be clarified by review of the course syllabus and/or *Nursing Department Student Policy Manual*.

Initially a problem or request should be discussed with the nursing faculty or staff member involved. If the student is uncomfortable with the involved faculty, the student should discuss the problem with their assigned full-time faculty advisor or Course Leader

If the problem is not resolved satisfactorily with the instructor, the chain of command begins with the Program Coordinator, followed by the Nursing Department Chair and lastly the Dean of the Health Division. Failure to follow the appropriate chain of command may result in a delay in resolution to problems.

Formal grievance procedures can be found in the [CCC Catalog and Student Handbook](#). Filing a formal grievance should be a last resort. This step is usually taken only when all other avenues for resolution have been exhausted.

Student Advocate: The Student Advocate Office (SAO) was created to help students solve college-related problems by providing individual attention to each issue. A goal is for problems to be handled in a direct, expeditious, and friendly manner. If a student or potential student has tried without success to resolve a problem on campus, it may be time to contact the SAO at **(256) 306-2870** or stadvocate@calhoun.edu

INSTRUCTION

Instructional Methods are described in the syllabi for each course.

Classroom Expectations

(See also [Civility](#))

The nursing faculty is responsible for providing an atmosphere conducive to learning. Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Discussion and questions are encouraged when appropriate. Questions and comments by students should be thoughtful and relevant. All interactions within the classroom are expected to be honest and respectful. Faculty members may close the door and not allow students to enter a class until a class break.

Disruptive Behavior: Professional behavior is expected in class, lab and clinical and may be evaluated at any time while on campus or in uniform. An instructor may dismiss a student from a class whose behavior jeopardizes orderly learning procedures. Disruptive behavior includes, but is not limited to talking, text messaging, eating, sleeping, use of cell phone and reading unrelated material during a class. Faculty may assign a Professional Check (V) for disruptive behavior or other conduct infractions in the classroom and health science lab. **(Refer to Clinical Evaluation, Eligibility Criteria and Code of Conduct)**

Health Sciences Lab

Laboratory experiences are designed to allow students to practice nursing skills necessary for entry-level practice. The laboratory is also a setting to develop confidence. Nursing skills are presented using a holistic approach and the nursing process. Skills start with the simple and become more complex as students advance through the curriculum with skills building upon each other. Nursing skills must be successfully demonstrated in the campus laboratory prior to performing in the clinical setting. Nursing faculty has determined Critical Requirements for skills validation exercises. The Critical Requirements are guided by safety concerns, establish minimal competence, and are used as skills grading criteria.

General Guidelines for Lab

- Audio-visual aids are included with Lippincott CoursePoint textbooks. These electronic guides provide evidence-based, step-by-step instructions on a variety of skills and procedures
- Damaged or malfunctioning audio-visual materials and/or equipment should be reported immediately to campus lab personnel. Students should ask for assistance if unsure of equipment usage.
- No electronic recording (taping) of any student, faculty, skill demonstration, test review, audio programs or audio-visual programs is permitted.
- The campus lab may be used to practice skills when a class is not in session. Laboratory hours will be posted. It is recommended you make an appointment to ensure availability of space and equipment.
- The depletion of, or need for, supplies in the lab should be reported to the campus lab personnel.
- After using the campus lab, the student is responsible for leaving the area clean, neat, and in order.
- Students who require remediation and/or skills validation by campus lab instructors **must make an appointment**. If the student is unable to meet at the appointed time, they should notify laboratory personnel in advance.
- All parenteral and/or invasive procedures practiced in the campus lab will be performed on mannequins only, this includes finger sticks.
- Students are not to lie or sit on beds except as designated by faculty.
- Each student is required to purchase a **Nurse-Pack** which contains the necessary equipment and supplies for skills practice and validation. Students are responsible for bringing the Nurse-Pack to class/lab when needed in the unit of study.
- Students are required to supply their own stethoscope. When validating using a teaching stethoscope, the earpieces should be cleaned after each use.
- Needles, syringes and thermometer sheaths should be disposed of according to OSHA guidelines.
- Each student will use his/her own syringe and needle from their Nurse-Pack Kit for the practice of injections on mannequins in the campus lab. These are not considered to be contaminated by blood borne pathogens; however, any student who receives a needle stick in the campus lab must notify a faculty member and complete an incident

report which is submitted to the nursing department chair. The contaminated needle should not be recapped but should be disposed of in an appropriate container.

- Food and drink are not permitted in the lab.

Skill Validation

Nursing education involves learning and validating nursing care skills. Students are required to satisfactorily validate all newly learned skills and may be asked to perform previously validated ones (such as those learned in earlier courses). Satisfactory completion means that students are able to demonstrate the skills according to the established critical requirements (Refer to the LMS). Each skill has a set of established criteria (critical requirements) which faculty use to ensure students perform the skill safely and according to best practice guidelines. Once students have successfully passed the skill validation, they are held accountable thereafter, to perform the skill according to the critical requirements. Students are also expected to meet facility specific standards regarding skills performance.

Students receive demonstration/instruction on how to perform each skill and are informed of those steps in the process that are critical to successful completion of the skill (critical requirements). Demonstration and practice are conducted during scheduled lab or class time. Additional practice time may be scheduled on an as-needed basis after consultation with lab faculty. Students are encouraged to utilize the lab for independent practice of skills in addition to scheduled sessions. This helps to gain confidence and familiarity with skills for validation.

Students are encouraged and expected to practice as often as possible on skills in the lab to achieve mastery of the skill. It is the expectation that students arrive at validation prepared to perform the critical requirements of a skill competently and safely.

- Unsuccessful attempt on a skill validation after third attempt of the same skill is a clinical failure.
- If a third attempt is required, the skill validation will be video recorded and reviewed by a faculty member not associated with the student's course or the Program Coordinator.
- No call/No show for scheduled remediation and/or revalidation results in a '0' (zero/Unsatisfactory).
- The procedure for revalidation for unsuccessful validation attempts is outlined in the Skills Remediation Assignment form in Appendix.

Failed skill validation requires remediation before the student is allowed to retest. Students unprepared for validation or without the necessary equipment or forms may not be allowed to complete the validation. This decision will be at the discretion of course faculty. If not allowed to validate, the student will be expected to complete the validation on the scheduled makeup date.

Simulation

Opportunities exist to participate in simulation experiences in the campus skills lab. Students are **required** to participate in all simulations for course completion and progression in the nursing program. Preparation for a simulation activity may include drug information sheets, nursing care planning, learning template, or other assignment. Information related to simulation prep assignment will be posted in LMS. Students with incomplete or missing simulation prep assignments will be disallowed participation in the simulation and remediation work will be assigned. All simulation absence assignments must be made up at the time designated by faculty to receive credit for the course. Students will be considered absent if arriving 15 minutes after scheduled simulation start time. Simulation is clinical time, and is required outside of scheduled classroom hours.

Required Coursework

Dates for submission of required course work are determined and posted each semester. Late submissions will result in loss of total points on each assignment. Students who fail to complete and submit required assignments will not be allowed to take the final exam for the course. He/she will be awarded a grade of "incomplete" (I) and will not be allowed to progress to the next semester. The student will be required to make an appointment with the Program Coordinator at the start of the next semester in order to arrange a date to take the final exam. Program progression may continue once all requirements have been satisfactorily completed. In the event of an unexpected or traumatic event or hardship, the student may request special consideration as outlined in the Hardship Request Policy.

Safety

Effective emergency response requires personal preparedness and planning. Students are encouraged to register for the **CCC ALERT** system at <http://alcalhoun.warnschools.com>. The CCC ALERT sends emergency messages to any device the student/ faculty chooses – cell phone (voice and/or text messaging), land lines, email accounts, or pagers – in the event of an emergency that poses an imminent threat or danger. The ALERT system also notifies subscribers of class cancellation and college closing. See also [Clinical Attendance](#).

Students are asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting such. If you observe a criminal act or are concerned about a person on campus, immediately notify the campus police at **256-306-2911**.

A **behavioral emergency** exists when an individual is threatening to cause harm to himself or others or is demonstrating behavior which indicates the person may be out of touch with reality. Never try to handle a situation on your own. Contact campus police immediately. In the event of a college lockdown all faculty, staff, and students are to seek sanctuary in a room that can be closed and locked. Turn off the lights, lock all windows and get away from the windows in order to remain out of line-of-sight.

In the event of **threatening weather**, emergency management sirens will be the primary warning signal to alert faculty and students of the need to seek shelter. The designated shelter area in the Health Sciences Center is the first-floor hallway and restrooms with all corridor and classroom doors closed. Building emergency coordinators are responsible for providing flashlights.

In the event of a **medical emergency** the campus police should be notified immediately in order to contact appropriate medical agencies for assistance and direct them to where help is required. Automatic External Defibrillators (AEDs) are strategically located across campus. In the Health Sciences Center, there is an AED on the first floor across from the elevator. Only individuals who have received appropriate training should use these devices. The Health Division is fortunate to have expert EMS and other medical faculty generally available in the building.

In the event of **fire or smoke** the campus police should be notified immediately. In the Health Science Center fire alarms, which are located at the end of the corridors, should be activated. If possible, try to safely contain a fire. Fire extinguishers are located at the ends of the hallways on all floors of the HSC. If a fire alarm sounds, it is necessary to evacuate the building. **Call campus security at 306-2911**. Classes should agree upon an outside location to assemble to account for all individuals. When evacuating the building, remember to close all doors, use only stairwells, not the elevator, and assist disabled individuals.

Safety in Clinical Learning Experiences

- Students are reminded to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty situations which the student believes to be unsafe prior to exposing him/herself to risk.
- When leaving clinical experiences after dark it is best to travel in groups or obtain escort services from security guards in the agency.
- Lock car doors at all times and park in well-lit areas. Valuables including health-screening equipment such as stethoscopes should always be secured out of sight.
- Carry a minimum amount of money and valuables.
- Be alert and observant for risks so that threatening situations can be avoided. Do not enter an area where loitering, fighting or drunkenness is occurring or in a dark hallway or basement. Leave immediately and then report suspicious situations.
- Students have the responsibility of notifying faculty of changes in their personal health and submitting a Health Form Addendum ([Appendix](#)) in order that safe assignments can be made for clinical learning experiences.

CLINICAL INFORMATION

Clinical Learning Experiences

Clinical Assignment

Clinical agency assignments are based on the learning needs of the student and the availability of experiences to the nursing department. Students are expected to have the necessary flexibility in their personal schedules and the willingness to commute to clinical sites in the north Alabama region.

If a student is failing the theory content of a nursing course and cannot mathematically earn a passing grade for the course, they will not be allowed to attend clinical experiences.

Clinical Orientation

Students will be oriented to their assigned clinical facility prior to providing patient care. All students must follow the policies and procedures of the facility. Facility orientation and specific policies and procedures which are expected to be followed include, but are not limited to:

- A. Fire and disaster policies and procedures;
- B. Infection control policies and procedures;
- C. Policies and procedures related to compliance with OSHA regulations on bloodborne pathogens;
- D. Corporate compliance;
- E. HIPAA requirements;
- F. Drug administration;
- G. Glucose testing;
- H. Computer charting;
- I. Dress code and name badge requirements;
- J. Parking in assigned areas.

Clinical Agency Requirements

The health division of CCC is fortunate to have contractual agreements with a variety of excellent clinical facilities throughout the Tennessee Valley to provide the clinical education experiences necessary to meet the educational objectives of our students. The college is obligated to ensure student compliance with contractual requirements for the safety and welfare of patients and in accordance with The Joint Commission (TJC) standards for accredited healthcare facilities.

Clinical health requirements must be kept current throughout the students' tenure in the program. Health documentation is reviewed initially upon entrance to the program and prior to each semester until program completion. Students may not register for classes if the required clinical documents are not valid and current.

Students may not attend clinical with expired health documentation requirements. It is the sole responsibility of the student to ensure all forms are completed and submitted on time. Document expiration occurs on the date of completion, according to guidelines. (Ex.: TB skin test completed on July 3 expires in twelve months on July 3.)

- Health screening and immunizations (Refer to Registration Requirements)
- Malpractice Liability insurance
- Drug and/or alcohol screening
- Background check
- CPR Certification
- HIPAA training
- OSHA training
- Site-specific orientation material review

Transportation

Transportation to and from clinical experiences is the responsibility of the student. Clinical learning experiences may be scheduled any day of the week and hours will vary, subject to availability of clinical sites. Reliable transportation is vital to student success.

Clinical Performance Evaluation

Each NUR course syllabus contains specific information on the expected preparation for clinical learning experiences and clinical focus objectives. During clinical learning experiences the student is assigned a daily grade using the *Clinical Performance Evaluation Tool*. This document is completed by faculty, signed by the student, and returned to the department (or electronically uploaded) at the end of the semester to be included in the student file. The grade of a 2, 1, or 0 will be placed under the appropriate week.

The purpose of clinical performance evaluation is to:

- Determine whether the student has sufficient cognitive knowledge for the established level of practice
- Determine whether the student is performing treatments and procedures effectively and safely
- Provide feedback to encourage behaviors associated with professional nursing
- Determine whether the student is developing clinical decision-making skills

Definition of Rating/Scoring

Two (2): A grade of two (2) is satisfactory – consistently meets outcome independently. Two (2) is assigned when a student practices safe nursing care and demonstrates adequate knowledge and preparation for the clinical experience. Their performance was appropriate to the situation and met minimal standards of the objective criteria for accuracy, efficiency, and completeness with minimal instructional assistance. Examples include but are not limited to:

- Plans appropriate goals and outcomes for the patient
- Demonstrates professional behavior and communication skills
- Utilizes the nursing process throughout the clinical day

One (1): A grade of one (1) is a “needs improvement” – requires assistance of instructor. One (1) is assigned when a student practices safe nursing care but needs moderate instructor assistance or knowledge review in order to be appropriate to the situation and meet minimal standards for accuracy, efficiency, and completeness. If a rating of “1” is assigned to a student, the instructor and student complete a “Needs Improvement Clinical Performance” form. The clinical faculty member based on the performance issue gives the student the remediation assignment. If the student receives two (2) “1’s” on the same clinical day or for the same violation, they will receive a rating of Zero (0) for that clinical day. Examples include but are not limited to:

- Second assignment late (includes narrative note, PrepU, daily assignment, and other assignments)
- Prompting needed to correctly and safely administer medication or other treatment
- Substandard performance in the delivery of patient care
- Inadequate preparation for clinical

Zero (0): A grade of zero (0) is unsatisfactory – fails to meet outcomes. Zero (0) is assigned when a student demonstrates below average performance and preparation for a clinical experience and/or exhibits behavior inappropriate or unsafe to a situation. If a rating of “0” is assigned to a student, the instructor and student complete an “Unsatisfactory Clinical Performance” form. The clinical faculty member based on the performance issue gives the student the remediation assignment. If the student receives two (2) “0’s” on the same clinical day or for the same violation, they will receive a rating of “0” for that clinical day. Examples include but not limited to:

- Any unsafe practice such as an inappropriate medication administration procedure
- Failure to comply with agency policy and procedure
- Breach in client confidentiality/privacy
- Inadequate preparation for clinical (clinical module assignment)
- Incomplete clinical documentation requirements by the assigned deadline (CPR, TB skin test, background check, drug screen, immunizations)
- Clinical absence due to incomplete documentation
- Gross misconduct, incivility, or insubordination in class, lab or clinical; including violations of the Nursing Student Code of Conduct
- Failing to notify nursing department and/or clinical instructor prior to clinical start time of an absence.
- Arriving to the clinical facility while cognitively impaired (includes sleep deprivation, being under the influence of drugs or alcohol, etc.)

Two (2) grades of (0) unsatisfactory in a single clinical course will result in clinical failure and dismissal from the nursing program. An accumulation of three (3) grades of (0) unsatisfactory during Level I courses (NUR 112, NUR 113, NUR 114,

and NUR 115) will result in a clinical failure. An accumulation of three (3) grades of (0) unsatisfactory during Level II courses (NUR 209, NUR 211, NUR 221) will result in a clinical failure

Revised 7/2017

Warning: A warning [professional check (v)] is assigned to specific items relative to professional conduct and behaviors. A check indicates that the student's behavior did not meet criteria and was unprofessional. Warnings (v) are cumulative for all classroom, lab and clinical experiences. On the third (3rd) warning obtained, an Unsatisfactory/0 will be designated. This "U/0" will be recorded on the day the 3rd warning occurs. A warning given for the **same** behavior will result in an Unsatisfactory/0 on the 2nd occurrence. Examples include:

- Tardy to pre- or post-conference
- Dress code, uniform, grooming not in compliance with the uniform policy
- Failure to complete and/or submit assignments or written work on time (for example CJE remediation. This is intended to exclude clinical module assignment)
- Failure to demonstrate respect, cooperation, and consideration of the hospital staff, instructor, or classmates.

Clinical instructors may dismiss a student from a clinical experience based on their level of preparedness for the experience, professional conduct and other behaviors of concern. Any student participating in a clinical learning experience who for any reason in the instructor's opinion poses a threat to patient safety may be asked to leave the clinical area. In the event a student is dismissed from a learning experience, the Clinical Coordinator will be contacted within 24 hours. A decision will be made to determine if the student will receive a clinical unsatisfactory, needs improvement, professional check or a clinical failure.

Clinical Failure

Acquiring repeated "Unsatisfactory" ratings may result in clinical failure and the grade of "F" for the nursing course. Two (2) grades of "U" in a single clinical course will result in a clinical failure and dismissal from the nursing program.

- An accumulation of three (3) "U's" during Level I courses (NUR 112, NUR 113, NUR 114, NUR 115) will result in a clinical failure.
- An accumulation of three (3) "U's" during Level II courses (NUR 209, NUR 211, NUR 221) result in clinical failure.
- Once it has been established that a student has failed the clinical portion of a nursing course, they may no longer attend class or any clinical experiences during the remainder of the semester. Final determination on completion of a co-requisite course is at the discretion of the program director.

See also Code of Conduct and Disciplinary Non-Progression

Health Documentation List

- Student Health Exam (Health Questionnaire or Physical Exam)
- Tuberculosis Screening: PPD (TB Skin Test), X-Ray, or Blood Test
- Covid Status
- Flu Vaccinations
- MMR Vaccinations / Titer
- Varicella Vaccinations / Titer
- Tetanus / TDAP Vaccination
- Hepatitis B Vaccinations / Titer / Waiver
- CPR Certification
- Medical Insurance Cards / Waiver

Health Documentation Requirements

It is the sole responsibility of the student to ensure all forms are completed and submitted on time. Document expiration occurs on the date of completion, according to guidelines. (For Example: TB skin test completed on July 3 expires in twelve months on July 3.) Refer to checklist in Appendix.

Student Health Examination

Valid for three years.

Students must undergo a physical examination and have the form completed in its entirety, signed and dated by one of the following licensed healthcare providers: MD, DO, NP/CRNP, or PA. Nothing should be added to the form after the healthcare provider signs and dates UNLESS the individual addition is signed, credentialed and dated. A form will be considered current for a three-year period from the date the examination was performed, and a current form must be on file while a student is enrolled in a nursing program.

The nursing department reserves the right to require a prospective student, an enrolled student, or a returning student, when there is probable cause, to submit to additional medical examinations at the student's expense and to submit a report of the outcome to the nursing department chair. A specific release from a licensed provider may be required any time (for example, during pregnancy, infectious disease, interference with mobility, emotional instability, etc.) if it is deemed necessary for the faculty to evaluate the student's state of health. Results of counseling, psychological testing, and/or physical examinations may be reviewed by the department faculty and health division dean to determine if a student may be admitted, readmitted, or retained in the nursing program.

Health Form Addendum/Change in Health Status

Required as needed.

In the interest of student and patient safety, the nursing department reserves the right to require a currently enrolled student who has a change in health status to have a written statement by a licensed physician/certified nurse practitioner confirming the student's wellness and ability to return to the classes, campus laboratory activities, and clinical learning experiences. The *Health Form Addendum* is used for this purpose and a copy is located in the Appendix and available from the nursing department secretary.

It is the student's responsibility to have the *Health Form Addendum* (Appendix) completed by his/her physician and returned to nursing department prior to returning to any learning experiences of nursing courses. Examples of instances when the *Health Form Addendum* should be completed include, but are not limited to:

- Any surgery including outpatient procedures
- Hospitalization
- Pregnancy
- Childbirth
- Injuries related to accidents
- Treatment for an emotional and/or psychological crisis
- An illness related to a long-term health problem

A student should notify their Course Leader, Clinical Coordinator and Clinical Supervisor if there is any change in their health status, including pregnancy, as the information will assist the faculty in making a safe assignment for the student in the clinical setting.

Cardiopulmonary Resuscitation Certification

Valid for two years

Nursing students are required to maintain current CPR certification during the entire time of enrollment in a nursing program. CPR courses are offered at CCC (see Catalog) by enrolling in EMS 100. It is the student's responsibility to obtain certification. Students cannot attend clinical learning experiences without current CPR certification and such absences will earn an "Unsatisfactory." Acceptable CPR Certifications include:

- American Heart Association, Healthcare Provider course
- American Red Cross, CPR for the Professional Rescuer & Healthcare Provider
- American Safety & Health Institute, CPR Pro for the Professional Rescuer

COVID-19

Regulatory agencies require that we capture certain COVID vaccination information. Complete the *COVID-19 Documentation* in the Health Credentialing packet. Some clinical agencies may require COVID testing and/or evidence of completion of full vaccination series or exemption to enter the facility for clinical experiences. Individual facilities determine acceptability of exemption.

Flu Shot

Valid seasonally from Oct – March. Annual update required.

Nursing students are required to submit evidence of an annual flu vaccination according to Alabama Department of Public Health guidelines. A waiver for allergy or religious exception is accepted with documentation.

Hepatitis B Vaccination

Valid for program length.

All students participating in a nursing program are required to either:

Provide documented proof of completion of hepatitis B vaccine series (three injections over a six-month period), or

Provide documented proof of immunity to hepatitis B, or

Sign a waiver declining the hepatitis B vaccination prior to registration for their first nursing class.

The immunity status of students is maintained on file by the approved vendor for health credentialing. Students who initially sign a waiver refusing the hepatitis B vaccination but later complete the series of injections while enrolled in a nursing program are requested to submit documentation of completion to the approved vendor for health credentialing. Your private physician can help you decide whether or not you should receive the hepatitis B vaccination series and can further discuss the possible side effects with you. If you decide to receive the hepatitis B vaccination series, you should contact your physician and arrange for its administration. Students are responsible for the full cost of the vaccine and its administration.

Immunizations

Nursing students are required to submit evidence immunization (shot record) or immunity (Titer/blood test) for:

1. Mumps, measles (rubeola) and rubella (German Measles) (MMR) - ***Valid indefinitely***
2. Varicella (chicken pox) – ***Valid indefinitely*** Required titer or vaccination of two doses given 4 to 8 weeks apart, according to CDC guidelines for healthcare workers. Disease date is not accepted.
3. Tetanus or T-DAP – ***Valid for ten years***

Malpractice Liability Insurance

Required Annual Fee

Health students must obtain professional liability insurance prior to participating in clinical education experiences. A designated group liability policy is available for this coverage through the CCC Health Division at minimal cost to the student. Payment is due **each year** for enrollment in the nursing program. Non-payment will result in students being dropped from NUR classes. Students with scholarships should be aware these fees will not be paid by scholarship funds.

Tuberculosis Screening

Required on program admission, annual screening

There are two types of testing for TB in health care workers – initial baseline testing and annual screening. All entering students must submit documented results of screening for *mycobacterium tuberculosis* infection using one of the following:

1. Skin Testing: **Two-step Mantoux PPD tuberculin skin test (TST)** uses a syringe and a purified protein derivative (PPD) which is injected into the intradermal layer of the skin on the arm. It takes approximately 12 days to complete a two-step TST:
 - Obtain the first TST injection and have the results read and recorded within 48-72 hours.
 - Obtain a second TST the following week and have these results read and recorded within 48-72 hours.
 - Documentation of the two-step TST injection dates and results should be submitted together.
2. Blood Test: QuantiFERON-TB Gold In-Tube test (QFT-GIT) and the T-SPOT
3. Documented results of three (3) negative TST given over the past three (3) consecutive years prior to beginning a nursing program (such as employer administered baseline testing (TST) or blood test).
4. Annual testing: The CDC no longer recommends annual TB testing of healthcare personnel unless there is a known exposure or ongoing transmission in a clinical facility; OR the student is participating in clinicals in the long-term care setting. All students will complete a TB Questionnaire annually.

Chest X-Ray / Prior Positive TST Students having a prior positive TST should not have the TST repeated. If a TST result is positive you must also/instead submit the results of a chest x-ray. A chest x-ray is valid for 2 years. A TB Questionnaire should be filled out annually for students with a past positive TST.

Updated from CDC.org 8.1.16, 8.16.2021, 8.23.2023

DRUG & ALCOHOL SCREENING

Calhoun Community College (CCC) supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the College or during any activity conducted, sponsored, authorized by, or on behalf of Calhoun Community College. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverages by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

CCC complies with the requirements set forth by contracted healthcare agencies offering student clinical education experiences and with state board licensure agencies to ensure the safety of the patients they serve. Health sciences division (HSD) students undergo drug and alcohol screening to be in compliance with healthcare agency policies.

Guidelines for Drug Testing

As stipulated by healthcare agencies and the CCC HSD, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to these policies in order to be eligible to participate in clinical education experiences. This includes annual testing and random screening should the student be perceived to exhibit behaviors indicative of substance abuse. Fees for drug and alcohol screenings must be paid by the student.

Calhoun Community College Health Sciences Division will not accept drug tests completed prior to the testing period assigned by each respective program, nor will it accept tests completed by vendors not designated by the college.

I. Persons to be Tested

A student enrolled in any CCC HSD program that includes clinical education experiences will be required to submit to initial drug and alcohol screening by a deadline set forth by the respective program and annually thereafter.

- A. Drug and alcohol screening requirements are noted in the *CCC Catalog* and individual health science program websites. Students are provided the drug and alcohol screening policy upon enrollment in HSD programs and must sign an acknowledgement of receipt. The student will provide consent(s) to the college-designated vendor conducting the drug and alcohol screening. If the student is under eighteen (18) years of age, the student parent or guardian must additionally sign the consent form. This consent will provide permission for:
 - 1) the vendor to perform the required drug and alcohol screening,
 - 2) the vendor to provide the results to the designated CCC HSD representative.
- B. The vendor will maintain, on file, the signed consent for drug and alcohol screening from each student.
- C. Drug and alcohol screening will be scheduled and conducted by a vendor designated by the CCC HSD.
- D. Any student failing to report for drug and alcohol screening during the time frame stipulated by HSD program faculty will be rescheduled once and the screening must then be completed within 24 hours of the rescheduled time.
- E. Students have the right to refuse to consent to drug testing. However, students who decline or fail to complete drug and alcohol testing will be unable to participate in clinical education experiences and a course grade of "F" will be recorded if the student does not officially withdraw.
- F. A positive drug or alcohol screening result may prohibit the student from completing the classroom, laboratory, and/or clinical education component of required health science courses, necessitating withdrawal or resulting in a course failure.
- G. A student who is unable to successfully complete classroom, laboratory and/or clinical education experiences of a health science course due to a positive drug screen may apply for readmission to any CCC health science program at the beginning of the next admission cycle. The student will be considered for readmission according to criteria in the Readmission Policy applicable to his/her program of study.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug and alcohol screening policy of the CCC HSD. Failure to comply with random testing will result in immediate removal of a student who is participating in classroom, laboratory, and/or clinical education experiences, and may result in dismissal from the program. The definition of reasonable suspicion, as stated in the substance abuse policies of the contracted healthcare agencies, may include the following:

- A. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- B. Presence of an odor of alcohol;
- C. Abnormal conduct or erratic behavior while on campus attending class, participating in laboratory or clinical experiences, excessive absenteeism, as defined by the clinical agency, tardiness or deterioration in performance;
- D. An accident while in class, lab, or clinical education experiences;
- E. Evidence of tampering with a drug test;
- F. Suspected theft of medications, including controlled substances, while in the clinical or laboratory setting;
- G. Information that the individual has caused or contributed to an incident in the clinical agency that created an unnecessarily greater likelihood of a resulting injury to any person or property than should occur in a properly conducted situation or endeavor;
- H. Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs or alcohol while enrolled in the health science program.

III. Student Drug Screen Procedure

- A. All students enrolled in CCC HSD courses must pay the screening fee at the time of each testing.
- B. Students must submit a photo ID at the time of specimen collection.
- C. Testing will include, but not limited to, the following drugs:

1. D-Methamphetamine / amphetamines	6. THC (Marijuana metabolites)
2. Barbiturates	7. Opiates
3. Benzodiazepines	8. Phencyclidine (PCP)
4. Cocaine metabolites	9. Propoxyphene
5. Methadone	
- D. Results are available to the student from the vendor. Students with positive results should contact the program director immediately upon receipt of results.

IV. Confidentiality

Confidentiality of test results will be maintained by the program director, the CCC HSD Dean, and the student having access to the results - with the exception of legal actions that require access to test results.

V. Readmission following a Positive Drug Screen or Failure to Test

If a student withdrew or was dismissed from a CCC HSD course or program due to a positive drug and/or alcohol screening, or failure to complete a required drug and/or alcohol screen, the student seeking readmission is required to:

- 1. Complete four sessions with an on-campus counselor provided at no cost to the student. The sessions may be scheduled through the CCC Office of Student Disability Services (ADA) at 256/306-2630 (Decatur) or 256/890-4756 (Huntsville). The ADA Office will provide documentation of session completion.
- OR-**
- 2. Submit a letter from a psychologist, psychiatrist, or program director of a recognized substance use disorder treatment provider verifying evaluation and completion of an appropriate substance abuse treatment program.
- AND-**
- 3. Submit to an unannounced drug and/or alcohol screen at the student's expense prior to readmission. A positive screen at this time will result in ineligibility for readmission.

VI. Drug Screening Programs

Drug screening programs suggested or required by the Alabama Board of Nursing, CCC, and/or various institutions with which the college contracts, may vary from time to time in any or all of their aspects. Students will be required to comply with screening, which will satisfy any program or requirement established for clinical education experiences, whether pre-clinical drug screening, random drug screening, or incident-related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from healthcare practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that a student has a

prescription for one or more of the classes of drugs which are legally prescribed by a healthcare practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

VII. Medical Review of Positive Drug Test Results

- A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. The vendor's Medical Review Officer (MRO) will review any positive test result.
- B. A Medical Review Officer, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:
 1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.
 2. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

Policy Adoption: January 2008; Revised: March 2017, January 2019, January 2021; July 2022

BACKGROUND CHECK

Policy

Calhoun Community College (CCC) complies with requirements set forth by state board licensure agencies to ensure the safety of patients they serve. All health science students at CCC are required to undergo background checks to meet these requirements. This prerequisite is noted in the college catalog. Background checks will be conducted by a designated private vendor approved by the Health Sciences Division. A background check from another vendor or agency will not be accepted. Background checks must be completed by the deadlines set by the Health Sciences Division. An initial background check shall be in effect for one year, and an update will be required annually for each ensuing academic year. A student who has not been enrolled in health science program sequence for one semester or more must, at his/her expense, update their background check.

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. The clinical agency that receives the results of the background check will make the decision to approve or deny a student for clinical privileges. The dean of health sciences, program director, program coordinator and/or clinical coordinator will have access to an approved/denied list, but not to specific results of the background check. Some clinical settings may continue to require a separate background check, including fingerprints. The student is responsible for payment of the background check.

Investigations for Background Check

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- Positive Identification Maiden/AKA Name Search
- Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- Residency History / Employment Verification
 - Employment verification which may include the reason for separation and eligibility for reemployment for each employer. The last seven years may be searched if the student is 21 years of age or older.
 - Healthcare Employment Verification Network Search
- Professional License/Certification Verification/Personal References/Interviews
 - Criminal Search reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.

- Most Wanted List
 - National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
 - Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search, which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
- General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS), which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
 - Executive Order 13224 Terrorism Sanctions Regulations Government Suspect/Watch List
 - Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
- FACIS Database Searches includes OIG, GSA, OFAC and other sources.
- National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information International Criminal Applicable State Exclusion List Any Other Public Records

Consent

Students are provided the background check policy at the time of enrollment in a health sciences program and sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:

- 1) the vendor to perform required background checks,
- 2) the vendor to provide results to Calhoun Community College Division of Health Sciences, and
- 3) the vendor to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

Background Check Procedure

The background check will be conducted by a college-designated vendor according to program specific guidelines. Background checks performed by any other vendor or agency will not be accepted. Students reinstated to a program after an absence from program coursework of one semester or more, are required to repeat background check procedure.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the health sciences program director who will determine if the student will be allowed to proceed with the background check. No student will be allowed to attend a clinical experience until the full background check process is completed.

Results

Background checks must be accomplished prior to assignment of any student for clinical education and annually thereafter for subsequent clinical education experiences. Results of the background check will be sent to the health sciences program director. A secure, electronic copy of all results will be maintained by the vendor.

Health Sciences program directors/designee have access to the secure database at all times. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested.

Students with a background check that renders them ineligible for a clinical rotation will be informed of the results by the health sciences program designee and/or background check vendor. Students with a background check that indicates ineligibility will be denied assignment to clinical education experiences. Students are advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks that could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must, and will, have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience.

Background Check - General Guidelines (subject to change)

CCC health science students **will be accepted** to participate in a clinical experience if their background check reveals:

- No history of criminal offenses
- Misdemeanors for expired or failure to obtain a hunting or fishing license
- Misdemeanors for traffic or moving violations (excluding DUI)
- Any single misdemeanor over 2 years old

A student **will be considered** for clinical experiences on a case-by-case basis if their background check reveals:

- Any criminal charge currently in adjudication/dispensation; or
- Any felony crime based on dishonesty or untruthfulness (such as theft or embezzlement) or drug and other substance abuse related crimes AND more than 5 years old (all decisions made by the review committee are final and may not be appealed.)
- Multiple misdemeanors regardless of length of time since offense (all decisions made by the review committee are final and may not be appealed).

Students **will not be allowed** to attend clinical experiences if their background check reveals:

- Any misdemeanor, including pending or conviction, less than 2 years old that is related to crimes against the person (such as assault and battery), crimes based on dishonesty or untruthfulness (such as theft or embezzlement), or drug and other substance abuse related crimes.
- A felony conviction less than 5 years old.
- A felony conviction that is a crime against a person such as battery or assault.

Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the Health Sciences program due to the inability to complete required clinical experiences. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw. **The student will be advised by a program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.**

The health sciences program designee will have access to the results of the background check. Results of any student's background screen will be shared only on a need-to-know basis with the exception of legal, disciplinary or appeal actions, which require access to the results.

Date of Policy Adoption: January 18, 2008; Revised: March 2017. January 2021, November 2021

Injury / Illness Resulting from Clinical Learning Experiences

If you are injured during clinical experiences (Needle stick, back injury, etc.) you must:

1. Notify your clinical instructor immediately.
2. Complete an appropriate Incident Report/or Variance Report required by the agency
3. Complete the CCC Incident Report found in the Appendix

Any expense for injuries sustained or illnesses contracted by the student during clinical experiences will be the financial responsibility of the student. The student is not an employee of the clinical agency or the college during clinical rotations, unless participating in the Registered Apprenticeship Program. Injury, illness or exposure to blood borne or other pathogens occurring during the participation of clinical rotations does not entitle the student to, and the student will not receive, workman's compensation from either the college or the clinical agency. The student must notify the clinical supervisor of any harmful or potentially harmful incident **at the time of occurrence** and an Incident Report (Appendix) must be completed. Failure to notify the clinical supervisor of such an incident will result in an unsatisfactory (U) for the clinical day and could result in an "F" for the course and dismissal from the nursing program. *Clinical supervisors must immediately notify the Department Chair of blood or body fluid exposure incidents.*

Infected Health Care Worker Management Act Ch. 420-4-3

Signed into law on August 24, 1993, the Alabama IHCWMA was designed to prevent transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) to patients during invasive procedures. The act mandates that any health care worker infected with the HIV or Hepatitis B virus who performs an invasive procedure or any physician providing care to an infected health care worker (regardless of the physician's knowledge of procedures performed by the patient) shall notify the State Health Officer, or his designee, of the infection. Students enrolled in nursing schools are within the scope of this Law and need to be aware of their mandatory reporting obligations.

OSHA

The Occupational Safety and Health Administration (OSHA) has established rules and regulations aimed at controlling the spread of blood borne pathogens. In an effort to comply with these regulations, the CCC nursing department has developed an Exposure Control Plan with the following measures to reduce the risk of infection by blood borne pathogens.

Exposure Control Plan

1. All nursing students will receive education regarding OSHA Rules and Regulations.
2. All nursing students will be provided access to this Exposure Control Plan.
3. All students participate annually in an OSHA Education Class prior to attending the first clinical learning experience of the school year. All students will be required to sign a form indicating that they have attended the OSHA Education Class and will assume responsibility for understanding the material provided prior to attending the first clinical learning experience of the school year. Failure to complete the OSHA Education Class at the scheduled time will result in clinical absence and an **unsatisfactory (U)** assigned for each missed clinical day.
4. No parenteral or invasive procedures will be performed in the campus laboratory except on mannequins.
5. Students will be oriented by faculty to the policies and procedures of the agency to which they are assigned prior to patient care assignment. All students must familiarize themselves and follow the policies and procedures of the agency to which they are assigned that pertain to infection control and compliance with OSHA regulations related to blood borne pathogens. Failure to follow these procedures will result in an **unsatisfactory (U)** for the clinical day. The incident must be recorded in writing by the clinical supervisor and signed by both the supervisor and student. The report will be submitted by the supervisor as soon as possible to the department chair and filed in the student's permanent record. **An incident involving failure to follow procedures aimed at controlling the spread of blood borne or other pathogens may result in an "F" for the course and dismissal from the nursing program.**
6. Nursing students will be presented theory and demonstrations of the appropriate personal protective equipment to use, the correct way to use the equipment and the correct procedure to employ when removing the equipment. Students must perform a return demonstration that is satisfactory according to the critical requirements prior to attending their first clinical learning experience. Clinical missed due to lack of satisfactory skill demonstration will be considered unexcused and result in unsatisfactory (U) for the clinical day.
7. Students will be presented theory and demonstration of principles of medical asepsis prior to their first clinical

learning experience in the nursing program.

8. Students will receive theory and demonstration of correct hand washing technique and must perform a return demonstration that is satisfactory according to the critical requirements prior to attending the first clinical experience in a nursing program. Clinical learning missed due to lack of satisfactory skill demonstration will be considered unexcused **and result in unsatisfactory (U) for the clinical lab day.**
9. The following personal hygiene and/or work practices in the clinical setting will be observed at all times. Failure of a student to comply with any of these policies will result in an **unsatisfactory (U)** for the clinical day. The incident must be recorded in writing by the clinical supervisor and the report signed by both the supervisor and student. A copy of the report must be submitted by the supervisor as soon as possible to the department chair and will be filed in the student's permanent folder. **Failure to comply with these policies may result in an "F" for the course and dismissal from the Nursing Program.**
 - A. Standard Precautions as recommended or defined by the Centers for Disease Control and/or the Occupational Safety and Health Administration (OSHA) must be observed in all circumstances in order to prevent contact with blood and other potentially infectious materials.
 - B. Specimens of blood or other potentially infectious material should be handled according to the policies of the agency in which the student is assigned to clinical lab.
 - C. Any equipment that becomes contaminated with blood or other infectious materials should be reported to the RN in charge on the unit to which the student is assigned and the agency's policies should be followed in handling the contaminated equipment.
 - D. Students should handle, decontaminate, and/or dispose of contaminated personal protective equipment according to the policies of the agency to which they are assigned for clinical lab.
 - E. Any uniform or other garments that become contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and handled according to the policies of the agency to which the student is assigned for clinical lab.
 - F. Gloves should be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and/or nonintact skin; when performing venipuncture or other vascular access procedures; and when handling/touching contaminated items or surfaces. Double gloves should be worn if there is any broken skin on hands or fingers. Gloves must be changed after contact with each patient. Any glove that becomes torn should be replaced immediately or as soon as is feasible. Disposal of gloves following use should follow the policies of the agency to which the student is assigned for the clinical experience.
 - G. Students should wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.
 - H. Students should wash hands and any other skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
 - I. All personal protective equipment should be removed immediately upon ceasing to provide care to the patient, or as soon as possible if contaminated, and placed in an appropriately designated area or container for storage, washing, decontamination or disposal according to the policies of the agency to which the student is assigned.
 - J. The handling and disposal of contaminated sharps should be carried out according to the policies of the agency to which the student is assigned. **No contaminated needles are to be recapped, bent, broken, sheared or removed following use.**
 - K. Students are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses in immediate patient care areas where there is a potential for exposure to blood or other potentially infectious materials.
 - L. All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying and aerosolization of these substances.
 - M. Where there is potential for exposure to blood and or other potentially infectious material, students will be required to use appropriate personal protective equipment. This "appropriate" equipment will not permit blood or other potentially infectious materials to pass through to reach work/street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the equipment is used. The equipment may include but is not limited to, gloves, gowns, eye protectors, foot coverings, etc. The type and characteristics of the protective clothing will depend upon the task and degree of

exposure anticipated. The policies of the agency to which the student is assigned for clinical lab should be followed in regard to protective apparel to be worn in various situations.

- N. Masks in combination with eye protection devices, such as goggles should be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
 - O. Contaminated work surfaces should be decontaminated according to the policies of the agency to which the student is assigned.
 - P. Broken glassware should not be picked up directly with hands but should be cleaned up using mechanical means such as brush, dustpan, tongs, or forceps.
 - Q. Regulated waste materials (See Definition of Terms, Appendix) should be handled and disposed of according to the policies of the agency to which the student is assigned for clinical lab all containers for regulated waste should be closable, puncture resistant, leak proof on sides and bottom and labeled or color coded.
 - R. Laundry should be managed according to the policies of the agency to which the student is assigned. Contaminated laundry should be handled as little as possible with a minimum of agitation. Contaminated laundry should be bagged or containerized at the location where it was used and should not be sorted or rinsed in the location of use. Contaminated laundry should be placed and transported in bags or containers labeled or color-coded according to the policies of the agency. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry should be placed and transported in bags or containers which prevent soak through and/or leakage of fluids to the exterior. Students who have contact with contaminated laundry should wear protective gloves or other appropriate personal protective equipment.
 - S. Items which contain blood or other potentially infectious material or are contaminated by blood or potentially infectious material are referred to as BIOHAZARDS. Students should recognize the biohazard label as being fluorescent orange or orange-red with lettering or symbols in a contrasting color with the following legend: They should recognize that red bags or red containers may be substituted for labels. Students should handle any material labeled as a biohazard according to the policies of the agency to which they are assigned.
 - T. Students should treat all blood and body fluids/substances as if known to be infectious for bloodborne and/or other pathogens.
 - U. All laboratory specimens of body fluids or substances are considered to be potentially infectious and should be handled according to the policies of the agency to which the student is assigned.
10. Students will have access to information on how to handle exposure to bloodborne pathogens prior to their first clinical learning experience each school year. Any student who is exposed to blood or other potentially infectious material should follow the post-exposure procedure which has been established by the nursing department of Calhoun Community College. (See Post-Exposure Procedure.)
11. Students will be required to complete a written *CCC Student Exposure Incident Report* should exposure to blood borne pathogens occur. In addition, students must participate in the completion of the clinical agency's incident report. The *CCC Student Exposure Incident Report* should be submitted to the nursing department chair. Students are responsible for the cost of post exposure blood testing and treatment. Failure of a student to report an exposure incident, if discovered, or failure to follow the *Post-Exposure Procedure* will result in an unsatisfactory (U) for the clinical lab day and may result in an "F" for the course and dismissal from the nursing program. See Disciplinary Non-Progression.

Exposure Risk Procedures

(Not All Inclusive)

- Administration of parenteral medications
- Assistance with/caring for patients in restraints
- Assistance with bedpan/urinal
- Bathing patients
- Cardiopulmonary resuscitation (CPR)
- Catheter removal
- Changing dressings
- Cleaning wounds
- Collecting specimens
- Fingerstick/Heelstick
- Handling soiled linens
- Irrigation of body cavities
- Nasogastric intubation, irrigation, feeding, and tube removal
- Naso-oro-pharyngeal suctioning
- Newborn Care
- Observation of delivery procedures
- Observation of surgical procedures
- Peri care
- Staple/suture removal
- Surgical/delivery skin preparation
- Termination of IV fluids
- Tracheotomy care and/or for suctioning
- Urinary catheterization
- Venipuncture/administration of IV fluids

APPENDIX

- A. Definition of Terms
- B. Affirmation Statements
- C. ABN Licensure Acknowledgement
- D. Checklist of Health Credentialing Packet
- E. Health Addendum Form
- F. Exposure Incident Forms
- G. Incident Report
- H. Nursing Student Policies Acknowledgement
- I. Hardship Request Form
- J. Clinical Contract
- K. Skills Remediation Assignment

Definition of Terms

Alcohol and/or Drug Substance Abuse - Any use of alcohol and/or drug substances which have mind-altering properties prior to class, campus lab and/or clinical learning experiences and/or to the extent that the student's judgment, skills, and abilities to provide safe and competent nursing care are impaired.

Blood - Human blood, human blood components and products made from human blood.

Blood borne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Breach of Accountability – Any conduct which does not meet one's ethical and legal responsibilities.

Breach of Confidentiality - Unauthorized disclosure and/or dissemination of information or knowledge concerning patients encountered in the clinical lab.

Breach of Legality – Any conduct which is contrary to that which is conforming to or permitted by law.

Breach of Safety – Any conduct which leads to exposing others to harm, injury, and/or contamination or the potential for harm, injury, and/or contamination.

Campus Laboratory - On-campus, simulated laboratory used to provide students practice experience and validate skills.

Clinical Coordinator – the lead faculty responsible for assigning clinical placements for each course.

Clinical Failure – Less than 75% satisfactory performance in a semester clinical assignment experience; and/or clinical absences in excess of one day; and/or failure to complete all module assignments; and/or omission/commission of a critical behavior; and/or assignment of two (2) grades of "Unsatisfactory" in one semester or three (3) over Level I or Level II.

Clinical Learning Experiences – Educational events taking place in off-campus health care facilities (hospitals, physicians' offices, public health agencies, nursing homes, day care centers, mental health agencies, homebound health care agencies, etc.) where real life nursing situations are encountered. Assignments are based on learning objectives related to a specific focus.

Contaminated - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry - Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps - Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass and broken capillary tubes.

Critical Incident - An act or the omission of an act, by a student in a clinical experience in which is or has the potential to be life-threatening, or cause a serious physical or psychological injury, or risk thereof. Such incidents may be grounds for the dismissal of the student from the nursing program.

Decontamination - The use of physical or chemical means to remove, inactivate, or destroy pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Evaluation - A method used to determine the extent to which a student is achieving the goals of the learning experience.

Exposure Incident - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the participation of a student in clinical learning experiences.

HBV - Hepatitis B virus

HIV - Human immunodeficiency virus

Invasive Procedure - A procedure which involves introduction of an object into a body cavity (other than mouth or ears) or piercing mucous membranes or the skin barrier with an object.

Learning Experience- Experiences selected to demonstrate the relationship of theory and practice.

Material Safety Data Sheet – Product safety information sheets containing information about chemical preparations. Data contained on the sheet from the product manufacturer include product identification, emergency information,

hazardous ingredients, health information and protection, regulatory information, storage and handling, reactivity data and spill control procedure. MSDS information is available in the laboratory on campus and at clinical agencies.

Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of students' skills in clinical learning experiences.

Other Potentially Infectious Materials - The following materials are considered to be infectious of HIV, HBV, and other bloodborne pathogens and **Universal Precautions** must be utilized: 1) human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; 2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and 3) HIV-containing cell or tissue cultures, organ cultures, or HIV - or HBV- containing culture medium or other solutions. *Universal Precautions* do not apply to the following body fluids/substances unless they contain visible blood: Feces, nasal secretions, sputum, sweat, tears, urine, breast milk and vomitus. Body Substance Isolation (BSI) defines ALL body fluids and substances as infectious. It includes not only the fluids and materials covered by Universal Precautions but expands coverage to include all body fluids and substances. In this nursing program ALL body fluids and substances will be considered infectious and Universal Precautions/Body Substance Isolation must be utilized.

Parenteral - Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment - Specified clothing or equipment worn by a healthcare provider for protection against a hazard.

Physical and/or Emotional Illness - A current physical and/or emotional illness that interferes with a student's judgment, skills, and/or ability to provide safe and competent nursing care.

Program Coordinator – the lead faculty for coordinating curriculum and program policy activities.

Regulated Waste - Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Safe Nursing Care - Nursing care that is reasonable and prudent for the situation.

Source Individual - Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to students during clinical lab.

Standard Precautions – An approach to infection control recommended by the CDC which combines Universal Precautions and Body Substance Isolation. These precautions apply to: 1) blood; 2) all body fluids, secretions, and excretions (except sweat) regardless of whether they contain blood; 3) non-intact skin; and 4) mucous membranes. These precautions promote hand washing and use gloves, masks, eye protection or gowns when appropriate for client contact.

Sterilize - The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions - An approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious of HIV, HBV, and other blood borne pathogens. www.osha.gov

Unprofessional Conduct - Behavior/conduct that would tend to bring reproach upon the College and/or the nursing profession and/or of a character likely to deceive, defrauds, or injures the public in matters pertaining to health.

Academic Honor Statement

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, misrepresentation, or any other form of academic misconduct as outlined in the Nursing Department Student Policy Manual (online) while I am enrolled as a student at Calhoun Community College. I understand that violating this promise will result in penalties as severe as indefinite suspension from Calhoun Community College.

Eligibility Criteria

I have read the Eligibility Criteria (see Nursing Department Student Policy Manual the learning management system (LMS) or online at https://calhoun.edu/wp-content/uploads/2020/06/Calhoun-Eligibility-Criteria_Approved.pdf) and certify I am able to fully engage in the activities.

Drug Screen Policy

Calhoun Community College (CCC) supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the College or during any activity conducted, sponsored, authorized by, or on behalf of Calhoun Community College. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

CCC complies with the requirements set forth by state board licensure agencies to ensure the safety of the patients they serve. All health sciences students undergo drug and alcohol screening prior to the start of clinical experiences. The student is responsible for payment of the drug screen.

Background Check Policy

Calhoun Community College (CCC) complies with requirements set forth by state board licensure agencies to ensure the safety of patients they serve. This prerequisite is noted in the college catalog. Background checks will be conducted by a designated private vendor approved by the Health Sciences Division. A background check from another vendor or agency will not be accepted. Background checks must be completed by the deadlines set by the Health Sciences Division. An initial background check shall be in effect for one year, and an update will be required annually for each ensuing academic year. A student who has not been enrolled in health science program sequence for one semester or more must, at his/her expense, update their background check.

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. Clinical agency guidelines determine eligibility for clinical privileges. Students will be informed of the background check result by the vendor, and if ineligible, should contact the Program Director. Students are advised to contact the vendor to dispute any information reported and to clear any findings. Some clinical settings may continue to require a separate background check, including fingerprints. The student is responsible for payment of the background check.

Consent to Release Information

I authorize Calhoun Community College Department of Nursing to release such academic information, health documentation and other information from my student records and/or educational records as will enable it to furnish statements of reference requested by prospective employers and/or other college departments or offices and/or other educational institutions to which I have applied.

Toolkit for Success Requirement

Prior to the first class meeting I will complete the required activities for "Toolkit for Success" online in the Blackboard course. This program is designed to improve my study skills and equip students with strategies proven for success in nursing school. Failure to complete the course on time will result in disciplinary action up to and including revocation of program acceptance.

Print Student Name

Calhoun Student A#

Date

Student Signature

If you are unable to fully meet any of the above criterion, you will need to make an appointment with the Nursing Department Chair (256-306-2794).

DO NOT ANSWER the following questions on this Information Sheet. You MUST acknowledge that you are aware of this information by signing below.

These questions are asked on the application for licensure by the Alabama Board of Nursing:

- 1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgement withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory or country? Any crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation".*
- 2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?*
- 3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?*
- 4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?*
- 5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?*
- 6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?*
- 7. Is there disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?*
- 8. Have you ever been placed on a state and/or federal abuse registry?*
- 9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides, "Honorable" and/or court-martialed you?*

Should I answer **YES** to any of the above questions, I take responsibility for discussing those situations with the Nursing Program Director the first Semester I am enrolled in the Nursing Program.

Student Signature Date



CALHOUN COMMUNITY COLLEGE

Post Office Box 2216 • Decatur, Alabama 35609-2216 • Phone 256-306-2500 • www.calhoun.edu

Name: _____ A# _____

Checklist of Health Credentialing Packet

Material Required	Description
Part I: Background Check and Drug Screen	
<input type="checkbox"/> Background Check	A background check and drug screen will be completed annually through Verify Students. The due date will be provided at orientation, and your instructor will give you an access code.
<input checked="" type="checkbox"/> Drug Screen	
Part II: Physical Form	
<input type="checkbox"/> Health Questionnaire	This form requires a healthcare provider's signature and is valid for 3 years.
Part III: Proof of Vaccination/Immunization Forms	
<input type="checkbox"/> Tuberculosis: PPD (TB Skin Test), X-Ray, or Blood Test	A 2 step TB Skin test is required for all participants (a one-step will not be accepted). A 2-step TB skin test takes a minimum of 10 days to complete. For instance:
	Day 1 (Monday): You receive a TB skin test (injection that is given just beneath the skin)
	Day 3 (Wednesday): You return to your health care provider to have the results documented
	Day 8 (next Monday): You receive the second TB skin test
	Day 10 (next Wednesday): You return to your health care provider to have the results documented.
	<ul style="list-style-type: none"> • TB Skin tests are valid for 12 months, or • A Chest x-ray within the past year is required for any past positive TB skin test result, or • Quantiferon Gold titer, or • T-Spot titer for TB infection.
<input type="checkbox"/> MMR Vaccinations / Titer	2 MMR vaccinations are required. We will also accept a titer (blood test) showing immunity to mumps, measles, and rubella. We will not accept proof of disease or prior exposure.
<input type="checkbox"/> Varicella Vaccinations / Titer	2 Varicella (Chickenpox) vaccinations are required. We will also accept a titer (blood test) showing immunity. Your second vaccination cannot be given until at least 28 days after the first vaccination. We will not accept proof of disease or prior exposure.
<input type="checkbox"/> Tdap Vaccination	A Tetanus vaccination including Diphtheria and Pertussis is required within the past 10 years.
<input type="checkbox"/> Hepatitis B Vaccinations / Titer / Waiver	We will accept: <ul style="list-style-type: none"> • A series of 3 Hepatitis B vaccinations, • A titer (blood test) showing immunity, or • A signed waiver.
<input type="checkbox"/> COVID Vaccinations	We will accept documentation of vaccinations given prior to May 6, 2023 of: <ul style="list-style-type: none"> • A series of 2 vaccinations (Pfizer or Moderna), OR • Single dose Johnson & Johnson vaccination. Acceptable documentation of vaccinations given after May 6, 2023 of: <ul style="list-style-type: none"> • A single vaccination (Pfizer, Novavax or Moderna) OR • A signed exemption form (Contact your Program Director for the document).
<input type="checkbox"/> Flu Vaccination	All students attending clinicals from October until March are required to have a current flu vaccination. Documentation of vaccination is due no later than September 30 th .
Part IV: Identification and certification cards	
<input type="checkbox"/> Medical Insurance Cards / Waiver	Copies of your insurance cards, a letter from your insurance provider, or a signed waiver is required.
<input type="checkbox"/> CPR Certification	Your Basic Life Support CPR certification must be issued by one of the following and valid for a minimum of 12 months: <ul style="list-style-type: none"> ○ American Heart Association BLS for Healthcare Providers ○ American Red Cross BLS Healthcare Provider, or ○ ASHI BLS for Healthcare Providers and First Responders. For more information visit: https://calhoun.edu/cpr-requirements/
<input type="checkbox"/> Valid Photo ID	Please submit a copy of your state driver's license.
<input type="checkbox"/> Calhoun CC Student ID	Student IDs are available at the Decatur and Huntsville campuses. Please visit http://www.calhoun.edu/student-resources/student-id-card-system

To the Healthcare Provider:

(Student Name) _____, presenting this form **gives permission for release of information to the Nursing Department of Calhoun Community College** and the student requests your professional opinion in helping to evaluate the student's ability to perform required nursing program course work.

Student Signature _____ **Date** _____

If you have any further questions, please contact Dr. Lynn Hogan, Nursing Department Chair, lynn.hogan@calhoun.edu or 256-306-2794. Thank you for your time and attention to this request

Please return this form to the student or to nursing@calhoun.edu

PROVIDER STATEMENT: Due to ☐ illness, ☐ injury, ☐ surgery, ☐ pregnancy, ☐ other _____ on (date/s) _____, there has been an alteration in the physical health status of the nursing student named above. In my professional opinion the student is released to safely resume the nursing activities related to course work on _____ (date) without endangering safety and health of patients or self and meets the **Eligibility Criteria** of the Nursing Program. **Please indicate any accommodations or restrictions for the following nursing activities. If ANY restrictions, also indicate the end date:**

Nursing Activity	NO Restrictions	With Weight Restriction	With Time Restriction	NOT Allowed	Resume on (date):
1. Walk without a cane, walker or crutches					
2. Lift, Turn, Transfer with assist					
3. Stand, bend, walk or sit in clinical setting without harm to safety of the patient, self or others					
4. Perform daily care functions for the patient					
5. Perform CPR and physical assessment					
6. Administer Medications					
7. Respond rapidly to emergency situations					
8. Demonstrate a mentally healthy attitude					
9. Interact with patients with a variety of physical and/or psychiatric illness					
10. Not pose a threat to self or others					
11. Function effectively in situations of stress inherent in healthcare					
12. Other: (List)					
13.					

Provider's Signature: _____ (MD, DO, CRNP, PA)

PRINT Provider's Name: _____ Provider's Phone Number: _____

Provider's Address _____

City: _____ State: _____ ZIP: _____



DEPARTMENT OF NURSING

STUDENT EXPOSURE INCIDENT REPORT

Name: _____ Date of Incident: _____

Time of Incident: _____ Location of Incident (Clinical Agency, Area): _____

Potentially Infectious Materials Involved: Blood: _____ Other (Specify): _____

Type of Exposure: Needle Stick: _____ To Which Body Part: _____

Contact of Bare Skin with Blood/Other (Describe the part of the body exposed, the condition of the skin, amount of potentially infectious material) _____

Contact of Mucous Membranes, Eyes, and/or Mouth with Blood/Other (Describe the part of the body exposed and amount of potentially infectious material) _____

Describe Any Injuries Suffered in the Event: _____

Name Other Persons Exposed or Injured: _____

List Personal Protective Equipment Being Used at the Time of Exposure: _____

List Witnesses to Exposure Incident: _____

Briefly Describe Exposure Incident (Work being performed, how incident was caused, and estimation of duration of exposure): _____

Actions Taken (Persons involved, decontamination, clean-up, reporting, etc.): _____

Recommendations for Avoiding Repetition: _____

Source of Exposure Known: ☐ Yes ☐ No

Was blood testing done on Exposure Source? ☐ Yes ☐ No

If NO, Why Not? _____

Name and Address of Physician You Plan to See for Follow Up: _____

Were you told to keep the name of the source confidential by your clinical supervisor? ☐ Yes ☐ No

Student Signature/Date

Clinical Supervisor Signature/Date

PLEASE PRINT

(Student name)_____ has been seen by me in relation to his/her exposure
on (date)_____ to blood or other potentially infectious materials.

I received the following items pertaining to this patient:

- OSHA Bloodborne Pathogens Rules and Regulations
- Description of exposed student's duties
- Copy of the **Exposure Incident Report**
- Results of blood tests from source individual (if available)
- Copy of documentation on student's hepatitis B vaccination status
- Copy of the student's completed Student Health Examination Form
- Exposure Follow-Up Verification Form

Physician Name

Physician Signature

Physician Address

Date

City

State

Zip Code

Telephone

Post-Exposure Follow-Up Checklist	
ACTIVITY	COMPLETION DATE
1. Incident report completed and filed; copy of report to student	
2. Blood testing results of source individual given to student <input type="checkbox"/> Consent for blood testing not give by source; student notified <input type="checkbox"/> Source unknown	
3. Student referred to his/her healthcare provider for follow-up with the following documentation given to the student for the provider <input type="checkbox"/> <i>OSHA Bloodborne Pathogens Rules and Regulations</i> <input type="checkbox"/> Description of exposed student's duties <input type="checkbox"/> Copy of the <i>Exposure Incident Report</i> <input type="checkbox"/> Results of blood tests from source individual (if applicable) <input type="checkbox"/> Copy of documentation on student's Hepatitis B vaccination status <input type="checkbox"/> Copy of the complete <i>Student Health Examination Form</i> <input type="checkbox"/> Exposure Follow-Up Verification Form	
4. The completed <i>Exposure Follow-Up Verification Form</i> returned and filed	

Nursing Department Chair Signature:



Date/Time: _____ Student Name: _____

Facility: _____ Course: _____

Type of Incident:

- | | |
|--|--|
| <input type="checkbox"/> Potential Injury of Student | <input type="checkbox"/> Procedure Error |
| <input type="checkbox"/> Student Illness | <input type="checkbox"/> Behavior/Code of Conduct |
| <input type="checkbox"/> Med Error | <input type="checkbox"/> Potential Injury of Patient |
| | <input type="checkbox"/> Other |

Description of Incident: _____

Action(s) Taken as a Result of Incident: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Acknowledgment of Receipt and Review of
Nursing Department Student Policy Manual

I assume the responsibility to read and understand:

- Calhoun Community College (CCC) *Catalog and Student Handbook* which is available online at <http://www.calhoun.edu/>

Specific policies in the Handbook reviewed include:

- College Policies and Regulations
 - Student Code of Conduct and Disciplinary Procedures
 - Drug Policy
 - Computer Use Policy
 - Student Grievance Procedures Involving Discrimination, Sexual Harassment and Rights of the Disabled
 - Student Affairs / Student Services
-
- The CCC *Nursing Department Student Policy Manual* provided online in **Toolkit for Success Course** in the learning management system (LMS) learning management system.
 - Background Check Policy
 - Drug and Alcohol Screening Policy
 - Progression Policies
 - Uniform Policy and requirements

I have read the policies set forth in the *CCC Nursing Department Student Policy Manual*. I understand and agree to abide by the policies. I understand that some of the policies outlined in the *Nursing Department Student Policy Manual* are different from policies stated in the *CCC Catalog and Student Handbook* (the grading policy, for example). I understand that in the event of differences between the *Nursing Department Student Policy Manual* and a course syllabus, students and faculty will be subject to the course syllabus.

Printed Name: _____

Signature: _____

Date: _____



HARDSHIP REQUEST FORM

I have read the Hardship Policy in the Nursing Student Policy Manual and understand documentation is required for a decision.

Student: _____ A#: _____

☐ Other _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Student Signature: _____

Student's Printed Name: _____

Course: _____

- Students have three (3) attempts to successfully demonstrate the required nursing skills
- Failure to successfully demonstrate the skill on the 3rd attempt will result clinical failure
- Third attempts will be videotaped and reviewed by two separate nursing faculty
- Please refer to your course or lab calendar for open lab and revalidation dates
- Remediation assignments must be completed PRIOR to the scheduled skills make-up day or you will receive a professional check
- Absence from skills validation: Please refer to the Nursing Department Student Policy Manual

Remediation Assignment

1. Skills Practice Form: You must spend at least **one (1) hour** in the lab practicing the skill(s) to be remediated AND have the "Skills Practice Form" signed by lab personnel to confirm remediation practice. Students are encouraged to watch skills video(s) on the unsuccessful skill/procedure prior to practice. Guidelines on how to sign up or schedule times to practice are posted in your course.

-AND-

2. Instructor's choice: "Active Learning Nursing Skills template" on the unsuccessful skill OR submit a hand-written, two-page paper in black ink utilizing two references related to a topic of the unsuccessful skill validation OR write out the correct steps for practice.

Unsuccessful Skill: _____

FIRST (1st) ATTEMPT:

If unsuccessful, provide details: _____

Remediation Assignment: Skills Practice Form and

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____

Instructor's Printed Name: _____

SECOND (2nd) ATTEMPT: Date: _____ ☐ Student submitted their remediation assignment.

☐ Pass ☐ Unsuccessful

If unsuccessful, provide details: _____

Remediation Assignment: Skills Practice Form and

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____

Instructor's Printed Name: _____

THIRD (3rd) ATTEMPT: Date: _____ ☐ Student submitted their remediation assignment.

☐ Pass ☐ Unsuccessful

If unsuccessful, provide details: _____

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____

Instructor's Printed Name: _____

2nd Instructor's Signature: _____

Date: _____

2nd Instructor's Printed Name: _____

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