NURSING EDUCATION PROGRAM

Nursing Student Handbook

2016-2017 Academic Year

July 2016
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Dear Nursing Student:

Congratulations on your admission to the Nursing Education Program. Jeff State nurses have a long respected history of clinical excellence, scholarship, and leadership in the profession. Since its first graduating class in 1967, the program has shaped over 5,000 successful graduates practicing in our community and across the world. Many graduates have continued their education to achieve higher degrees in nursing. The education you receive at Jeff State will provide you the opportunity to establish a professional career, and it will give you a foundation for continued learning.

The faculty and staff would like to extend a warm welcome. We strive to provide you with meaningful educational experiences that will help you to achieve your goal of becoming a registered nurse. This handbook contains the program’s policies, and it will serve as a valuable resource as you progress through the program. While these policies apply to every nursing course, additional requirements may be stated in the syllabus of the course in which you are enrolled.

Again, we commend you on your career choice, and we hope that you will look back on your time with us as an exciting period of personal growth.

Sincerely,

Faculty and Staff

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

The Nursing Student handbook is to be used in conjunction with the JSCC College Catalog and the JSCC Student Handbook. Students will be responsible for information within these resources beginning with the date of enrollment in the college and the Nursing Program. Each resource contains valuable information, and be referred to frequently as a student progresses through the curriculum.

*** The nursing faculty reserves the right to make changes or adaptations in the curriculum and/or policies. Policy and procedural changes are communicated to students by the NEP faculty, updated in the Nursing Student Handbook, Blackboard, course syllabi, the College Catalog, and institutional website. The Nursing Student Handbook and College Handbook are revised annually to ensure current and accurate information is provided, however changes may occur during the academic year. Any changes in the curriculum or program procedures will be applicable if a student’s progress is interrupted for any reason. NEP faculty and Campus Chairs are available to answer questions regarding any changes.

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

The contents of this handbook represent the most current information at the time of publication. Addendums may be added with respect to the information containing herein without prior notice.
THE PHILOSOPHY of the NURSING PROGRAMS
JEFFERSON STATE COMMUNITY COLLEGE

ACCS Nursing Program Philosophy

The philosophy of the nursing program is consistent with the mission, goals and objectives of The Alabama Community College System (ACCS). The program provides a curriculum to develop the knowledge, skills, and abilities necessary for entry-level employment in professional nursing. The nursing faculty endorses the following beliefs:

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

**Health, which is individually perceived, exists when needs are met.** Health is a dynamic state that ranges on a continuum from the highest-level of wellness to death. The goals of health care are to promote, maintain, and restore health.

**Nursing is an art, as well as, a science.** It aims to meet the individual’s holistic needs through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles as well as interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, and legal/ethical accountability.

**The teaching-learning process is a shared responsibility** between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking, and it is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

**Nursing education is a learner-centered process,** which combines general education and nursing courses to prepare the individual for the practice of nursing. Nursing education incorporates a program of learning with a variety of instructional methodologies, and available resources, which fosters competency, accountability, and professional development. Learning is a lifelong process, which promotes professionalism and is beneficial for the learner and society.
JSCC Nursing Mission Statement

The mission of the nursing education program at Jefferson State Community College (JSCC) is to prepare students to enter the nursing work force with an entry level nursing degree. In keeping with the mission of the College, JSCC instructors strive to provide nursing students with a quality academic education allowing the student to develop technical and critical thinking skills, develop self-understanding and self-growth, and heighten student awareness and participation in local and global communities.

<table>
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<th>Threads Integrated Throughout Curriculum</th>
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<tbody>
<tr>
<td>1. Critical Thinking</td>
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<td>2. Communication</td>
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<td>3. Nutrition</td>
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<td>4. Pharmacology</td>
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<td>5. Cultural Diversity</td>
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<td>6. Lifespan</td>
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<td>7. Pathophysiology</td>
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<td>8. Technology</td>
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<td>9. Teaching/Learning</td>
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<td>10. Legal/Ethical</td>
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<td>11. Roles of the Nurse</td>
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Organizing Framework
The schematic diagram is designed to show the complete picture of the program of learning. The description of the schematic drawing of The Alabama College System nursing programs is as follows:

The umbrella represents a diagrammatic scheme of the nursing programs’ organizing framework. In order for an umbrella to function properly, it must be unfurled, have all its parts connected and its fabric intact. The nursing faculty visualizes the organizing framework in a similar manner. The philosophy serves as the handle of the umbrella, and it is used to unfurl the curriculum. The organizing framework is composed of four major concepts: nursing, nursing process, human needs and the health-illness continuum. The horizontal bands on the umbrella depict these four concepts. The eleven ribs of the umbrella represent the eleven curriculum threads. These threads are based on the philosophy and the four major concepts. They connect the fabric of the curriculum to the pinnacle of the umbrella, which represents the program outcomes.
PROGRAM APPROVALS and ACCREDITATION

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

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

Jefferson State Community College’s Associate of Applied Science Program in Nursing is accredited by:

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

Jefferson State Community College’s Associate of Applied Science Degree in Nursing is approved by:

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

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

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

Level II Objectives

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

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

Associate of Applied Science in Nursing Program Outcomes

1. *Performance on Licensure Exam*. The licensure exam pass rate will be at or above the national mean for first-time test takers.

2. *Program Completion*. At least 75% of the students admitted to the nursing program will graduate in the course of time stated below:
   - Full-time Associate Degree in Nursing – eight semesters
   - Part-time Associate Degree in Nursing – eleven semesters

3. *Program Satisfaction (Student)*. At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.

4. *Program Satisfaction (Employers)*. At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.

5. *Job Placement*. At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

*** The ACCS Program Outcomes assist us in evaluating program success. Following program completion, we ask that our graduates notify us of their employment status and participate in an anonymous survey of their experience in the program. This data is an important component of program accreditation.
The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with documented disabilities.

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

Admission and progression in the nursing program is dependent upon the functional ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

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

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

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

d) Olfactory
   i. Detect body odors and odors in the environment

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

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

4. Motor Function
   a) Handle small delicate equipment/objects without extraneous movement,
      contamination or destruction
   b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury
      to clients, self or others
   c) Maintain balance from any position
   d) Stand on both legs
   e) Coordinate hand/eye movements
   f) Push/pull heavy objects without injury to client, self or others
   g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical
      activities requiring energy without jeopardizing the safety of the client, self or others
   h) Walk without a cane, walker or crutches
   i) Function with hands free for nursing care and transporting items
   j) Transport self and client without the use of electrical devices
   k) Flex, abduct and rotate all joints freely
   l) Respond rapidly to emergency situations
   m) Maneuver in small areas
   n) Perform daily care functions for the client
   o) Coordinate fine and gross motor hand movements to provide safe effective nursing
      care
   p) Calibrate/use equipment
   q) Execute movement required to provide nursing care in all health care settings
   r) Perform CPR and physical assessment
   s) Operate a computer
5. Professional Behavior
   a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
   b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
   c) Handle multiple tasks concurrently
   d) Perform safe, effective nursing care for clients in a caring context
   e) Understand and follow the policies and procedures of the College and clinical agencies
   f) Understand the consequences of violating the student code of conduct
   g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
   h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
   i) Not to pose a threat to self or others
   j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
   k) Adapt to changing environments and situations
   l) Remain free of chemical dependency
   m) Report promptly to clinical and remain for 6-12 hours on the clinical unit
   n) Provide nursing care in an appropriate time frame
   o) Accepts responsibility, accountability, and ownership of one's actions
   p) Seek supervision/consultation in a timely manner
   q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals must provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations. However, it is not required to substantially alter the requirements of the program, the nature of the program, nor provide accommodations that inflict an undue burden on the College. Admission is contingent upon the ability to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

JSCC is compliant with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 as amended in 2008. Students having known disabilities requiring academic accommodations should contact the ADA Accommodations Office for an appointment (arsherman@jeffersonstate.edu) or 205-856-6077.

Requests for reasonable accommodations need to be directed to ADA Compliance Office at 856-7731 on the Jefferson Campus or 983-5322 on the Shelby Campus.
JSCC NURSING EDUCATION PROGRAM
ORGANIZATIONAL STRUCTURE

JSCC President
Dr. Keith Brown J.D.
(Interim)

JSCC Vice-President
N/A
(None Appointed)

Dean of Instruction
Ms. Danielle Coburn MA

Associate Dean of Nursing
Dr. Brenda O’Neal DNP, RN

Jefferson Campus Chair
Dr. Melisa Walker DNP, RN

Instructors
Ms. Kimberly French MSN, RN
Dr. Stacy Hicks DNP, RN
Ms. Cynthia Hill MSN, RN
Mr. Jeremy Keene MSN, RN
Ms. Leigh Kirkwood MSN, RN
Ms. Audrey Norman MSN, RN
Dr. Venus Turner DNP, RN

Shelby Campus Chair
Dr. Anita Naramore DNP, RN

Instructors
Mrs. Amanda Cabaniss MSN, RN
Mrs. Robin Calvert MSN, RN
Mr. Richard Cresswell MSN, RN
Ms. Elizabeth Fogle MSN, RN
Dr. Patricia Havard DNP, RN
Dr. Patricia Haywood DNP, RN
Dr. Gena Richardson DNP, RN
Ms. Jajuana Smith MSN, RN

Night and Weekend Chair
Dr. Jennifer Addington DNP, RN

Instructors
Dr. LaDeitris Ferguson, DNP, RN
Dr. Jennifer Satterfield, DNP, RN
Ms. Rebecca Willis MSN, RN

Clanton Campus Chair
Dr. Christopher Forbes DNP, RN

Instructors
Ms. Julie Jones MSN, RN
Ms. Tina Rowe MSN, RN

Remediation Coordinator
Dr. Shawn Wilson DHSC, RN

Pell City Campus Chair
Dr. Cristy Daffron DNP, RN

Instructors
Ms. Amanda Bonds MSN, RN
Dr. Sara Nasworthy DNP, RN

Simulation Supervisors
Ms. Jennifer Cuevas BSN, RN
Ms. Natasha Grimes BSN, RN
# NURSING FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
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<tr>
<td>Dr. J. Addington DNP, RN</td>
<td>Night/WK HSB 423</td>
<td>983-5228</td>
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<tr>
<td>Ms. A. Bonds MSN, RN</td>
<td>Pell City 217</td>
<td>812-2712</td>
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<tr>
<td>Ms. A. Cabaniss MSN, RN</td>
<td>Shelby HSB 140</td>
<td>983-5210</td>
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<tr>
<td>Ms. R. Calvert MSN, RN</td>
<td>Shelby HSB 141</td>
<td>983-5267</td>
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<tr>
<td>Mr. R. Cresswell MSN, RN</td>
<td>Shelby HSB 136</td>
<td>983-5933</td>
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<tr>
<td>Dr. C. Daffron DNP, RN</td>
<td>Pell City 226</td>
<td>812-2722</td>
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<tr>
<td>Dr. L. Ferguson DNP, RN</td>
<td>Night/Wk HSB 331</td>
<td>983-5235</td>
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<tr>
<td>Ms. E. Fogle MSN, RN</td>
<td>Shelby HSB 138</td>
<td>983-5219</td>
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<tr>
<td>Ms. A. Cabaniss MSN, RN</td>
<td>Shelby HSB 140</td>
<td>856-6016</td>
</tr>
<tr>
<td>Ms. T. Halverson</td>
<td>Shelby HSB 146</td>
<td>983-5231</td>
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<tr>
<td>Ms. J. Jones MSN, RN</td>
<td>Shelby HSB 143</td>
<td>983-5970</td>
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<td>Ms. L. Kirkwood MSN, RN</td>
<td>Jefferson GLB 118</td>
<td>856-6022</td>
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<td>Ms. C. Hill MSN, RN</td>
<td>Jefferson GLB 154</td>
<td>856-6013</td>
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<tr>
<td>Ms. J. Jones MSN, RN</td>
<td>Clanton 212D</td>
<td>280-8204</td>
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<td>Mr. J. Keene MSN, RN</td>
<td>Jefferson GLB 117</td>
<td>856-6015</td>
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<td>Ms. L. Kirkwood MSN, RN</td>
<td>Jefferson GLB 125</td>
<td>856-7820</td>
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<td>Dr. A. Naramore DNP, RN</td>
<td>Shelby HSB 145</td>
<td>983-5204</td>
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<td>Dr. S. Nasworthy DNP, RN</td>
<td>Pell City 222</td>
<td>812-2716</td>
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<td>Ms. A. Norman MSN, RN</td>
<td>Jefferson GLB 161</td>
<td>856-8510</td>
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<td>Dr. B. O’Neal DNP, RN</td>
<td>Jefferson GLB 107</td>
<td>856-6028</td>
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<tr>
<td>Ms. D. Wilson DHSC, RN</td>
<td>Jefferson GLB 135</td>
<td>983-5208</td>
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<td>Dr. G. Richardson DNP, RN</td>
<td>Shelby HSB 137</td>
<td>983-5965</td>
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<tr>
<td>Ms. T. Rowe MSN, RN</td>
<td>Clanton 212B</td>
<td>280-8210</td>
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<tr>
<td>Dr. J. Satterfield DNP, RN</td>
<td>Night/Wk HSB 332</td>
<td>983-5986</td>
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<td>Ms. J. Smith MSN, RN</td>
<td>Shelby HSB 144</td>
<td>983-5209</td>
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<td>Dr. V. Turner DNP, RN</td>
<td>Jefferson GLB 127</td>
<td>856-7771</td>
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<td>Dr. M. Walker DNP, RN</td>
<td>Jefferson GLB 121</td>
<td>856-6030</td>
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<td>Ms. B. Willis MSN, RN</td>
<td>Night/Wk HSB 330</td>
<td>983-5293</td>
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<tr>
<td>Dr. S. Wilson DHSC, RN</td>
<td>Jefferson GLB 158</td>
<td>856-8577</td>
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**Staff**

- Ms. B. Bailey, Executive Secretary-Jefferson GLB 107 856-6023
- Ms. Stockley, Secretary for Health Sciences-Jefferson GLB 107 856-7725FAX
- Ms. K. Smith, Secretary for Shelby, Night and Weekend HSB 3rd floor 983-5234
- Ms. L. Steward, Office Manager for Nursing & Radiology, Shelby HSB 1st floor 983-5243
- Ms. J. Cuveas, RN, Simulation Supervisor-Jefferson Campus GLB 118 856-6020
- Ms. N. Grimes, RN, Simulation Supervisor-Shelby/Hoover Campus HSB 243 983-5216

**Nursing Advisors**

- Nursing Advisor, Shelby, GSB 100 983-5902
- Ms. K. Johnson, Nursing Advisor, Jefferson, Allen Library 856-7947

**Dean of Instruction**

- Ms. D. Coburn MA Jefferson GWH 103 856-7759
ACADEMIC HONESTY AND STANDARDS OF CONDUCT
NURSING EDUCATION PROGRAM

Nursing Student Honor Code

Jefferson State Community College (JSCC) recognizes that students are both citizens and members of the academic community. Upon enrolling in the college, each student assumes an obligation to conduct himself in a manner compatible with the College’s function as an educational institution. Students are expected to obey both the statutes of local, state, and federal government and the College’s policies. The College may discipline a student for violating its standards of student conduct even though the local, state, and federal authorities for the same act also penalize the student.

The Code of Student Conduct and established disciplinary procedures apply to individual students, as well as formal groups of students, and state the function of students, faculty, and administrative staff members of the College in disciplinary proceedings. The College has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated the College’s policies.

Students should review the Academic Honesty Policy (on page 29) and the Harassment Policy (on page 66)

Standards of Conduct

Nurses are held to a high standard of professional behavior both publically and privately. One of the characteristics of a profession is the use of a code of conduct to guide decisions about behavior. A set of guidelines is useful because they make values, obligations, and limitations explicit. These guidelines can help with decision-making but will not provide answers to all complex decisions. Students are encouraged to discuss questions and concerns about ethical conduct with instructors and peers. Students are required to should read the following guidelines concerning the ethical and professional behaviors for the nursing profession.

- The Code of Ethics for Nurses by the American Nurses Association (Appendix-A).
- The Alabama Board of Nursing Administrative Code (Appendix-B).

** Failure to comply with these ethical and professional standards while in the nursing program constitutes grounds for disciplinary action and/or dismissal.**
ASSOCIATE DEGREE NURSE CURRICULUM

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
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<tr>
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Program Totals:

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<th>Total Credit Hours: 72 Hours</th>
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<tr>
<td>Total Contact Hours: 1680 Hours</td>
<td>Nursing Hours: 42 Hours (58.3%)</td>
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### NIGHT/WEEKEND ASSOCIATE DEGREE NURSE CURRICULUM

*** The Night/Weekend program differs from the traditional Associate Degree in Nursing only in the organization of the curriculum. Prerequisites for admission into the Night/Weekend RN program are BIO 201, MTH 100, ENG 101.

#### Prerequisites Term

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#### Fifth Term

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**Term Total**

|          | 3 | - | 3 | 6 | 12 |

Seventh Term

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**Term Totals**

|          | 6 | - | 4 | 10 | 17 |

Program Totals:

- **Total Credit Hours:** 72 Hours
- **General Education:** 30 Hours (41.7%)
- **Total Contact Hours:** 1680 Hours
- **Nursing Hours:** 42 Hours (58.3%)
NURSING EDUCATION PROGRAM

GENERAL INFORMATION

A. ACADEMIC ADVISEMENT AND REGISTRATION

All currently enrolled Nursing students are encouraged to complete academic advisement prior to registration with a Pre-Nursing Advisor and NEP Faculty. However, NEP faculty are available for advising students throughout the semester.

Students should plan to register on the first day of early registration each semester. If unable to register on this day, students may have difficulty scheduling general education courses. Students should take particular note of the course registration number (CRN) in which they register to be placed in the correct program and/or campus site.

Students must register for all courses required for their degree, and they may not alter required curriculum sequences. No changes can be made in assigned course sections without the approval of the nursing program. In order to evenly distribute students in laboratories or for other reasons, section assignments are subject to change by the Associate Dean of Nursing. Students who anticipate problems with registering during early registration should promptly see the program chairperson. Registration times each semester are published online.

All tuition and fees must be paid when registering. Students are automatically dropped from classes if they register early and do not pay tuition and fees prior to the end of early registration. Students will not be allowed to attend class, take tests, or participate in labs or clinicals if they have not paid tuition and associated nursing fees. Students will receive a grade of “0” for all course activities missed.

Students receiving financial aid should go by the Financial Aid office prior to the beginning of early registration if they have questions or need assistance. Any “holds” must also be cleared prior to registration.

B. ACCOUNTABILITY

Students are responsible for maintaining accurate personal information within the Nursing Department and the College. Students must notify the Admissions Office, Student Support Office, the NEP Faculty and secretary about any changes in name, address, or telephone number(s). Students must submit copies of original credentials such as CPR card, immunization information and medical records, which will be on file in the Nursing Department. Students will not be allowed to retrieve or make copies of these documents once filed.

C. ATTENDANCE AND/OR ABSENCES

It is the belief of the NEP faculty that attendance in the nursing classes is vital to the success of the student and crucial for client safety. Instructor’s expectations are high and classes are challenging; therefore, students who are absent may have difficulty in meeting expected
outcomes. Class attendance is the responsibility of the student. Students are expected to be present for all class meetings of the course for which they are enrolled.

If a student has an absence deemed excusable by the college handbook or by the instructor, the instructor may give the student an opportunity to make up the work missed. The manner in which make-up work is administered is left to the professional discretion of the instructor. The student is responsible for providing documentation of the reason for absence, if such is required by the instructor.

D. BLACKBOARD LEARNING PLATFORM

All nursing courses are web-supported using Blackboard. Faculty considers Blackboard an extension of the classroom. Logon via pipeline at http://jeffersonstate.edu. Here, students will find course syllabi and materials available for download. The following expectations apply:

- Students should logon to Blackboard the first week of the semester and on a daily basis for course announcements.
- Disrespect toward peers or faculty will not be tolerated. E-mail and forum communications will be monitored and must be respectful.
- Communications using profanity, sexually suggestive messages, harassment of peers and/or faculty, and messages of a political nature will not be tolerated. Access to communication tools may be denied to students who do not comply with this policy and appropriate college policies applied.

CHAIN OF COMMAND

Faculty members welcome the opportunity to work closely with students to facilitate learning and assist in meeting course objectives. The student should first discuss any concerns regarding an instructor or a course with the instructor involved. If further discussion is needed, the student should contact the Campus or Program Chair. If the problem persists, the student should make an appointment with the Associate Dean of Nursing. If the problem is still unresolved, the student should contact the Dean of Instruction. The faculty is concerned for each student’s academic and professional development, but they will enforce all College and NEP policies.

E. CLINICAL AND PROFESSIONAL CONDUCT

A variety of Health Agencies in the community are utilized for clinical experiences in nursing on a contractual agreement. Proof of payment of liability insurance is required of all students BEFORE any clinical assignment and evidence of payment must be presented to the NEP and office manager prior to attending any clinical facility.

The nurse faculty is committed to the profession of nursing and the professional development of the next generation of nurses. Therefore, we expect students to display professional demeanor in the classroom as well as the clinical setting and to peers, faculty, and staff. The following behaviors are inconsistent with professional standards and inappropriate for
students aspiring to a career in nursing, whether they are in the classroom, clinical agency, and/or lab:

- Arriving to class late and leaving early. In the event you are unable to get to class on time, wait until the break to enter the classroom.
- Using cell phones or during class, lab, or clinical
- Sleeping during class
- Conducting side conversations during lecture
- Coming to class/clinical unprepared
- Using a computer in the classroom for work unrelated to the class session
- Bringing ill children to class that disrupt the learning environment for other students
- Dominating conversations
- Communicating rudely to peers or faculty
- Dressing inappropriately

Please refer to the individual course syllabus for additional expectations and policies related to professional behavior.

F. COLLEGE ENVIRONMENT

Security of Personal Property. The college cannot be responsible for student’s personal property. Conceal all books, supplies, etc. in the car when possible. All valuable articles should be locked in the trunk. A record of all serial numbered items should be recorded. Students should write their name inside the textbook so that if the book's binding is removed the textbook may still be returned to the student. It is recommended that the student use a special date they will remember and write their name on that page in the textbook. Female students are reminded to keep their purses, handbags, etc., in their possession at all times.

*** Security cameras and surveillance are utilized on campus and in classrooms.

Safe Environment: It is the policy of JSCC that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident or other situation that occurs on college property and that may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to public order be reported immediately. An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergencies and make immediate reports.

Jefferson State places a high priority on the safety of all students, employees, and visitors. Any type of sexual misconduct is strictly forbidden at Jefferson State. Both college disciplinary procedures and criminal charges may be applied to sexual offenses.

Smoke Free Environment: Each of Jefferson State’s campuses and instructional sites are smoke-free. Smoking is prohibited inside all campus buildings and in the areas immediately surrounding them. Smoking is permitted only inside privately owned automobiles.
Appropriate containers for disposing of smoking materials are provided, and students and visitors are expected to use them. A citation and fine will be issued for each violation.

*** Any person who violates these policies will be reported to the proper authorities. Violation of the smoking policy can result in an $8 fine and a hold on the student’s account until the fine is paid. Violations of the smoking policy may also be referred for action based on the code of conduct.

G. COMPREHENSIVE TESTING

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

All nursing students will participate in a comprehensive testing program.

H. COPIER USE

Students may make 500 copies in any JSCC library. Students may not make unlimited copies in computer labs.

I. COURSE SYLLABI

Students will have access to the course syllabus at the beginning of each course. This syllabus details information and requirements of the course. The student is responsible for reading and understanding the course syllabus. Students must sign the Acknowledgement form distributed during orientation of each course. The student must also agree to abide by the requirements found in the syllabus. Failure to meet these requirements may result in administrative action or failure of the course.

J. CPR (AMERICAN HEART ASSOCIATION ONLY)

Completion of the American Heart Association Basic Life Support (BLS) for Healthcare Providers course is required for all students enrolled in the nursing program. All students in the nursing program require American Heart Association Basic Life Support (BLS) for Healthcare Providers. Online courses that do not include validation of skills are not acceptable. Students must have proof of current BLS certification in order to participate in clinical experiences.

K. DEFINITION OF SCHOLARSHIP

The JSCC NEP defines scholarship as a process of contributing to the profession. Boyer (1990) suggest that the academic role has four functions to include discovery, integration, application, and teaching.
Scholarship of Discovery is described as independent research, subject to peer review and publication.
Scholarship of Integration is described as interdisciplinary activities, and mentoring junior faculty members.
Scholarship of Application is described as professional practice, consultation, and service.
Scholarship of Teaching is described as the teaching role, curriculum development, and program evaluation

(Adopted: September 18, 2009; Reviewed September, 2015, Revised July 2016)

L. DISCRIMINATION
Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and activities in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.

M. DRUG AND ALCOHOL SCREENING
All students admitted to the nursing program will be randomly drug screened prior to the first clinical experience. Failure and/or refusal to screen or a positive screen will result in program dismissal. See Drug Screen Policy. Dilute specimens often indicate an attempt to interfere with the screening process and may require retesting at the student’s expense. Students are responsible for all fees incurred for retesting and future random screening. All students enrolled in NUR 102 will participate in random drug screening regardless of past admissions to the nursing program.

Random drug screens will be performed each semester on a percentage of enrolled students. The cost per screen is $20 payable directly to Agent’s Choice. Students are responsible for payment and unpaid screens result in student account holds. Contact information for Agent’s Choice: 205-979-8257 FAX: 205-824-0182.

N. EMERGENCY NOTIFICATIONS AND INCLEMENT WEATHER
Students should inform family members of class schedules. Students should not receive personal calls during class or clinical. However, in an emergency, it may become necessary for your family to contact you while you are attending class. If your family member knows your specific class schedule, this task is much easier. For emergencies only, your family member may contact the:

- Jefferson Nursing Office: (205) 856-7940
- Shelby-Hoover Nursing Office: Ms. Stewart (205) 983-5243
- Pell City: Ms. Urbahns (205) 812-2712
Chilton-Clanton Center: (205) 239-5900  
Campus Security: (205) 856-6093

**E2Campus Emergency Alert System Message**

Jefferson State students are encouraged to sign up for the e2Campus emergency alert system. This is the fastest way to receive Jefferson State emergency information. In the event of a campus wide emergency or campus closing due to severe weather, a message will be sent to your Jeff State Pipeline email account and, if you have selected the option, a text message to your cell phone. Students can choose how to receive the messages from a variety of options, such as:

- Mobile Phone (via SMS)
- Email
- Facebook
- Twitter

E2Campus accounts expire every year so be sure to check your status periodically so that you will be able to receive emergency notifications.

If the college is closed due to, inclement weather students may not attend class or clinical experiences. E2Campus, local TV, and radio stations will make announcements of school closing. Students should contact their clinical faculty if they are unsure about attending clinical experiences due to weather. Faculty often post announcement in Blackboard for clarification.

In the event a tornado warning occurs during class time, students are to go to the lowest floor of the building and take shelter. Students must leave temporary mobile classrooms and take shelter within the building. Do NOT leave campus via a motor vehicle when a tornado warning has been issued.

**O. FEES AND FINANCIAL CONCERNS**

Finances are often high on a list of student concerns. Listed below are some of the JSCC fees and fines. All prices are estimated and subject to change without notice.

- In-State Students $146 per credit hour
- Out-of-State Students $ 261 per credit hour

*Additional Fees*

- Late Registration (non-refundable) $25
- Returned Check (non-refundable) $30

*Tuition and Fees subject to change by the State Board of Education.

*Fines, Punitive Fees and Other Charges*
- GED Transcript $5
- Late Registration (non-refundable) $25
- Replacement Decal $5
- Replacement ID $5
- Returned checks - Per Transaction $30
- Smoking Policy Violation Fine $8
- GED Diploma Fee $20
- Compass Transcript $5

Library Fines

- Per book 10¢ a day
- One week/two day reserve books 50¢ a day

Traffic and Parking Fines

- No Decal $8
- Improper Display of Decal $8
- Disregarding Stop Sign $20
- Handicapped Parking Area $20
- Student Parked in Faculty Lot $8
- Backed into Parking Space $8
- Parked Over the Line $8
- Parked in No Parking Area $8
- Exceeding Speed Limit $20
- Other Parking Violations $8

Refunds

During first week: 75% of adjusted tuition & fees less 5% administrative fee.

During second week: 50% of adjusted tuition & fees less 5% administrative fee.

During third week: 25% of adjusted tuition & fees less 5% administrative fee.

Students who withdraw after the end of the third week of classes will not be eligible for any portion of a refund

*** Unpaid fines result in the placement of a hold on the student’s account. A student account hold prevents the student from registering until the fine is paid.

P. HEALTH INSURANCE

Students are required to maintain health care insurance as a requirement of clinical affiliate agreements. JSCC does not provide health insurance. Information on independent insurance carriers may be found in the NEP offices. Most of the affiliated agencies utilized for student clinical experiences provide initial first aid emergency care for students injured at the hospital while performing patient care services, but in some hospitals first aid treatment must be paid for by the injured party. If further treatment or admission to a hospital is required, it
is always at the student’s expense. Neither the hospital nor the school provides health care coverage of any kind for further treatment.

Q. ID CARDS

All nursing students are required to obtain a photo ID badge. Students should wear their ID for all clinical activities and classroom/lab attendance. Campus Police make photo IDs. Course faculty in NUR 102 will schedule a day for Campus Police to take student photos.

- Loss or theft of photo ID should be reported to the NEP office immediately.
- The replacement ID fee is $5.00 and is payable to the cashier.
- Bring your receipt of payment to the Nursing Office
- Students who attend clinical experiences without official photo ID badges may be sent home from clinical as per course and hospital policy.

R. JEFFERSON STATE ASSOCIATION OF NURSING STUDENTS

The Jefferson State Student Nurses Association (JSSNA) is a particularly important organization. This is the student component of the American Nurses Association and the Alabama State Nurses’ Association. As a member of JSSNA, you are also a member of Alabama Association of Nursing Students (AANS) and National Student Nurses’ Association (NSNA). These organizations represent the professional interests of Registered Nurses and students in registered nurse programs throughout the state and nation.

The American Nurses Association speaks for the nursing professional concerning legislative and social issues that affect nursing practice and health care. Responsible nurses participate in professional organizations. Membership is strongly encouraged, but not required. There is a small membership fee. Interested students should contact their faculty advisor for more information.

S. LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides library materials, services, and facilities necessary to support the College’s instructional programs, to meet course and non-course related library needs, and to meet administrative and public service requirements. The LRC is available on each campus and has a combined collection of books, electronic books, bound periodicals, and audio-visual materials, etc. The LRC also provides numerous full text electronic research databases and the Alabama Virtual Library. Photocopiers, study tables and carrels are available in the LRC as well as computers to access the internet and the library’s information management platform and online catalog. The LRC also has cooperative lending and borrowing agreements with the University of Alabama in Birmingham, Birmingham-Southern College, Gadsden State Community College, Lawson State Community College, and the Pell City Public Library.
T. LEARNING SUCCESS CENTER

The Learning Success Center (LSC) is a service of Jefferson State that offers students a place to "learn how to learn". By this, we mean that you learn how to become more effective when taking notes, reading for meaning, preparing for and taking tests, overcoming test anxiety, managing time, and many other skills necessary for the college student. Computers with internet access are located here and are available for student use.

The LSC staff would like the opportunity to assist you! You may make an appointment to meet with a staff member and take a computerized LASSI, which is learning and study skills inventory that identifies learning strengths and weaknesses. From these results, the staff member can suggest resources available in the LSC that can assist you in reaching your academic potential.

Information on the LSC is at: http://www.jeffersonstate.edu/services/lsc

V. LIABILITY INSURANCE

Students are responsible for the care they provide in the clinical setting. They are not protected from litigation by virtue of the supervising faculty's Registered Nurse license. Therefore, students must purchase professional liability insurance through JSCC. The cost is usually a one-time fee of $15.00 payable at the school cashier window. All students enrolled in NUR 102 will be required to purchase malpractice insurance regardless of past admissions to the nursing program.

Any student out of progression for any reason must purchase liability insurance a second time upon reentering the program. This includes all students reentering the program after remediation. Proof of liability insurance must be brought to the campus representative or campus chair prior to reentering the program (See “Required Documentation”)

W. PARKING

Vehicles routinely driven on campus must have a parking decal displayed. Students can obtain a decal at the Campus Police and Visitors Information Center. The decal is issued to the student to use on any vehicle the student drives on campus. The decal is designed to hang on the inside rear view mirror of a vehicle. The fee for the parking permit is included in the Institutional Fee. If an additional decal or replacement is needed, a non-refundable $5.00 fee will be charged.

If a temporary vehicle (without a permit) must be driven, you should get a temporary permit from the Office of Safety and Security. You will need the license tag number of the vehicle in order to obtain a temporary permit.

A parking permit will not guarantee a parking space. Parking space is limited and is on a first–come basis. For Parking and Traffic regulations, fines, and Disciplinary Action, see the JSCC Student Handbook. Information about parking during clinical experiences and special parking permits required by affiliating agencies, if needed, will be given at the beginning of each semester as appropriate.
X. REQUIRED DOCUMENTATION

Students may not participate in the clinical component of the nursing course until the required signed documents are uploaded to Verified Credentials and a copy of the documents turned in to the program office. The following signed documents/forms are required:

- Entering Program Questionnaire
- Background Screen Policy and Acknowledgement form
- Drug and alcohol Screen Policy and Consent
- Contact Information
- Consent Form
- Completed Medical Form with supporting documentation
- CPR card or official letter of course attendance
- Health Insurance Coverage Proof (copy of health insurance card)
- Professional Liability Coverage Proof of purchase (copy of JSCC fee payment)
  - Liability insurance is to be purchased (1) in first semester and (2) upon reentering program progression

Students must turn in documents to the individuals listed at the campus they attend:

Jefferson:  Ms. Stockley  GLB 107  
            Ms. Hallmark  RCH 237B  
Shelby:    Ms. Stewart  HSB 1st floor Nursing Suite  
Night/Wk:  Ms. Stewart  HSB 1st floor Nursing Suite  
Clanton:  Dr. Forbes  Office 212C  
Pell City: Dr. Daffron  Office 221

Y. USE OF SOCIAL MEDIA

Nursing students and nurses should be aware that social media, utilized incorrectly, might violate privacy and confidentiality. A nursing student may be reported to the Board of Nursing for visual images or publicly posted communication and if deemed inappropriate, the Board of Nursing may take action against the nurses’ license or may not license the individual. Please review the Alabama Board of Nursing Administrative Code Chapter 610-X-8-.02 Denial of Initial License: “6. Failure to produce evidence of good moral character.

(a) The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing.” (Appendix-B)
POLICY: Academic Honesty Policy

All students enrolled at JSCC are expected to conform to the college’s Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his academic work may be charged with a violation of the Academic Honesty Code. Violations of the Academic Honesty Code include, but are not limited to, the following:

1. Looking on another student’s paper during a test or examination or communicating in any way with anyone other than the test administrator;
2. Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
3. Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
5. Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
6. Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
7. Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
8. Plagiarizing (presenting as one’s own the ideas, data, and/or works of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized; and
10. Violating supplementary academic honesty codes that have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

Penalties That May Be Imposed for a Violation of the Academic Honesty Code

1. A student may be required to retake an examination or resubmit an assignment.
2. A student may be assigned a zero on the assignment, test, exam, etc. If the instructor has a policy of dropping a grade when he computes the final average, she shall not drop the zero assigned for academic dishonesty. The zero shall be included in the computation when the final grade is determined.
3. A student may be assigned an “F” in the course.
4. A student may be assigned an “F” in the course along with a notation on his transcript indicating that the “F” was assigned for academic dishonesty. The notation “F Assigned for Academic Dishonesty” shall remain on his transcript for a period to be specified at the highest level reached in the complaints/appeals process.
5. A student may be placed on probation for one or more terms. Conditions of probation shall be:
a. He shall not be a member of any team or group that represents the college (speech team, etc.).

b. He shall not hold office in any school club or organization (SGA, The Pioneer newspaper, Phi Theta Kappa, etc.).

c. He shall lose any financial aid he is receiving from or through the college (federal financial assistance, scholarships awarded by Jefferson State, etc.). When such penalty is imposed, it shall be indicated on the student’s transcript that probation has been imposed for academic dishonesty. The notation “Probation for Academic Dishonesty” shall remain on the transcript for a period to be specified at the highest level in the complaints/appeals process.

6. A student may be suspended from the college for one or more terms. When such penalty is imposed, it shall be indicated on the student’s transcript that suspension has been imposed for academic dishonesty. The notation “Suspension for Academic Dishonesty” shall remain on the transcript for a period to be specified at the highest level reached in the complaints/appeals process or permanently.

7. A student may be permanently dismissed from the college. When such penalty is imposed, it shall be indicated on the student’s transcript that the student has been expelled for academic dishonesty. The notation “Expulsion for Academic Dishonesty” shall remain on the transcript permanently.

The instructor may impose penalties 1, 2, and 3. No one below the level of the Dean of Instruction may impose a penalty more severe than an “F” in the course. However, the instructor may recommend a penalty more severe than an “F” in the course, and that recommendation shall be considered at every level in the complaints/appeals process.

A record of all violations of the Academic Honesty Code shall be maintained in the office of the dean of instruction or at such location as the dean of instruction designates. Those parties with authority to recommend or impose penalties shall, before recommending or imposing a penalty for the current violation, determine whether the student has previously been judged guilty of violating the Academic Honesty Code.

 Charges of violations of the Academic Honesty Code may be initiated up to mid-term of the semester following the violation.

Disciplinary Procedures for a Violation of the Academic Honesty Code

Upon making the judgment that a student has violated the Academic Honesty Code, an instructor shall take one of the following actions:

1. If an instructor believes that a student has violated the Academic Honesty Code during an exam or an in-class assignment, he shall confront the student, take the student’s paper, and gather any available evidence of academic dishonesty. The instructor shall then inform the student that he must schedule a conference with the instructor to take place within three working days.

2. If an instructor believes that a student is guilty of violating the Academic Honesty Code on an out-of-class assignment, the instructor shall attempt to confront the student and inform the student that the instructor believes that the student may be guilty of academic dishonesty. The instructor shall further inform the student that he must schedule a conference with the instructor to take place within three working days to...
discuss the matter.

3. If, during the process of grading papers, an instructor finds some indication that a student has violated the Academic Honesty Code, the instructor shall attempt to inform the student that the instructor believes that the student may be guilty of violation of the code and shall attempt to inform the student that they must schedule a conference with the instructor within three working days of the notification.

After an instructor has taken one of the aforementioned actions, he shall determine by inquiring in the Office of the Dean of Instruction whether the student has previously been found guilty of violating the Academic Honesty Code. (The information shall be relevant only for purposes of determining the penalty, which shall be imposed if the student is found to have violated the code.)

During the scheduled conference with the student, the instructor shall complete the form for reporting a violation of the Academic Honesty Code, stating the charge, identifying the specific violation, and specifying the recommendation of the penalty to be imposed.

During the conference, the instructor shall inform the student of the penalty they intend to impose or recommend and shall have the student sign the form for reporting the violation. The instructor shall also inform the student of their right to appeal as set forth in the section of this document outlining the complaints/appeals process.

Following the conference, the instructor shall send the completed form for reporting a violation of the Academic Honesty Code to the Dean/Associate Dean of the division in which the course where the alleged violation of the code occurred is taught and shall inform the department chair/program coordinator, as appropriate.

In the event that there is no instructor/student conference either because the instructor is unable to contact the student or because the student fails to schedule a conference or to keep an appointment, the instructor shall forward to the Dean/Associate Dean the form for reporting a violation of the Academic Honesty Code, stating on the form the charge, identifying the specific violation, specifying the recommendation of the penalty to be imposed, and informing the Dean/Associate Dean of the student’s failure to make or keep the appointment to discuss the charges. The Dean/Associate dean shall be responsible for providing the student, the instructor, and the Dean of Instruction with a copy of the aforementioned form.

Complaints/Appeals Process

1. A student charged with violating the Academic Honesty Code shall have the right to appeal. (A recommendation for a penalty may be confirmed, modified, or denied at any step in the complaints/appeals process, but either the student or the instructor may demand that the case be carried to the next step in the complaints/appeals process.)

2. A student who appeals a charge of academic dishonesty shall within five working days, direct their appeal to the Dean/Associate Dean of the division in which the course where the alleged violation of the Academic Honesty Code occurred is taught. That administrator shall hear, within three working days of the date the appeal is filed, the instructor’s charges and the student’s response, shall weigh the testimony, and in conference with the instructor and the student, shall offer their recommendation for a resolution of the matter. The Dean/Associate Dean shall inform the Dean of
I
struction of
their
recommendation, using the form for reporting a violation of the
Academic Honesty Code.
3. In the event the matter is not settled in the conference with the Dean/Associate Dean,
the instructor, the student, or both, shall give written notice of his desire for an
informal hearing before the Dean of Instruction within five working days.
4. The Dean of Instruction shall have five working days to hear the instructor’s charges
and the student’s response, to review the Dean/Associate Dean’s recommendation, to
weigh the testimony, to render a decision, and to inform the parties involved of the
decision.
5. In the event either the student or the instructor is not satisfied with the decision of the
Dean of Instruction, either may request within five working days a hearing before the
Academic Honesty Committee. The request shall be made in writing to the Dean of
Instruction.
6. Upon the request for a hearing before the Academic Honesty Committee, the Dean of
Instruction shall immediately call for an Academic Honesty Committee to be
assembled in accordance with the following plan:
   a) An Academic Honesty Committee shall consist of five members, two of whom
      shall be students and three faculty. In October of each year, the Student
      Government Association shall establish a pool of eight students, each of whom
      shall have a minimum of 45 hours credit excluding institutional credit courses.
      When an Academic Honesty Committee must be formed, two of those students
      shall be selected by lottery to serve on that committee. In October of each year, the
      Faculty Senate shall establish a pool of eight faculty members, each of whom shall
      be full-time teaching faculty with no administrative duties. When an Academic
      Honesty Committee must be formed, two of those faculty members shall be
      selected by lottery to serve on that committee. The fifth member of that committee
      shall be a faculty member appointed by the president of the College at the time an
      Academic Honesty Committee is requested. That faculty member shall serve as
      committee chairperson and shall vote only in case of a tie.
7. The Academic Honesty Committee shall schedule a meeting no later than ten days
   after that committee is impaneled. That committee shall render a decision within five
days after the hearing.
8. At the hearing, both the student and the instructor shall have the right to present oral
   and/or written testimony pertinent to the issue and shall have the right to present
   witnesses and/or other evidence and to be present during the presentation of witnesses
   and of evidence. The student shall have the right to legal counsel present or to
designate another representative to act on his behalf. However, the hearing is in the
nature of an informal hearing and shall not be subject to the strict rules of evidence.
Proceedings before the committee shall be recorded by tape recorder or other
mechanical means, and a copy shall be made available to the student and/or the
instructor upon request. After the hearing, the Academic Honesty Committee shall
conduct its deliberations in a closed and confidential session. When, following its
deliberations, the committee reaches a decision; the committee chairperson shall
inform the Dean of Instruction and the President of the College of that decision. The
Dean shall then inform the student and the instructor of the committee’s decision.
9. In the event either the student or the instructor disagrees with the verdict of the
Academic Honesty Committee, either may within five working days request a review
by the President of the College. The request shall be submitted in writing to the Office
of the President and a copy of the request shall be submitted to the Dean of Instruction.

10. Upon the request of either the student or the instructor, the President shall review the decision of the committee and may confirm, modify or deny the decision of the committee. Such review shall not consist of an additional hearing but shall be a review of the facts and of the committee’s findings.

11. The President shall render a decision within five working days and shall inform all parties involved of that decision.

12. The decision of the President shall be final.

Miscellaneous Provisions

1. A student charged with a violation of the Academic Honesty Code may continue to be enrolled in the class until the issue is resolved and the complaints/appeals process is concluded.

2. In the event a student charged with a violation of the Academic Honesty Code elects to withdraw from the class, where the violation occurred or to withdraw from the college, such student shall nevertheless be subject to answering the charges and subject to such penalties as may be imposed at the various levels of the complaints/appeals process.
ATTENDANCE POLICY: Attendance Policy

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. In general, the number of classes a student attends impacts academic performance. Financial Aid and other scholarship programs may require stringent attendance. It is the student’s responsibility to be aware of the specific requirements of these programs. Student absences are calculated from the first official day of class. When a student registers late, the classes that the student missed from the first scheduled class date will be counted as absences. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first official day of class. If a student has excessive absences and is in jeopardy of failing the course, she/he is encouraged to consult with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this could result in a grade of “F”. Students receiving financial aid or scholarships should consult the Financial Aid Department or their scholarship coordinator to determine how an “F” or “W” may affect their tuition assistance.

_Circumstances may arise, including but not limited to illness of the student or an immediate family member, accidents, death of an immediate family member, jury duty, court appearance, religious holy day, or involuntary call of military personnel to active duty, which are, upon presentation of official documentation, determined to be excused absences. Participation in college related events that the student is required to attend by the club sponsor and which have been approved by the appropriate Dean will also be excused. When such an absence occurs, students are responsible for providing official documentation of the reason for the absence to the instructor before make-up work will be accepted._

Instructors should keep a record of attendance for each class meeting, ensuring that only students listed on the current course roster are attending class. Instructors should develop a course syllabus that clearly states how absences, late arrivals, and early departures will be addressed as well as the individual instructor’s policies for make-up work, consistent with the college’s attendance policy. The policies stated in the course syllabus for a student’s specific class will be the policies for which the student will be held accountable. This syllabus should be distributed, explained and discussed at the first official class meeting. Student grades will be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content.

Students enrolled in Internet and/or Hybrid courses become responsible for course materials and assignments posted in Blackboard on the official first day of class. Students should access Internet and/or Hybrid courses via Blackboard within the first official week of classes and become familiar with each individual course’s requirements. Students should access their Internet and/or Hybrid courses regularly to remain current regarding expected due dates and assignments. Attendance in Internet and/or Hybrid courses goes beyond course login, and is based on documentable participation in class activities. Interacting with the instructor, interacting with enrolled students, attending required on-campus meetings and/or submitting
course assignments all constitute attendance. Any student who is not able to actively participate in class activities or complete course assignments is encouraged to consult the course instructor.

The above attendance policy shall apply to all credit courses at Jefferson State, including Lecture, Lecture/Web-Supported, interactive video conference, Hybrid and Internet courses.
POLICY: Background Screening

As stipulated by the health care agencies with which JSCC NEP contracts for clinical experience, students must abide by the policies established by these agencies relative to background screening. This includes a pre-clinical background screening. The student must pay fees for all background screening.

1. All students will receive notice of the background screening and a copy of the background screen policy upon admission to the NEP. Students in progression will receive official notice of background screen policy revisions and are required to comply with the revised policy.
2. Background screening will be scheduled and conducted by a company selected by the college with all fees paid by the student.
3. Failure to pay appropriate fees and to consent to the background screening by the published deadline will prohibit the student from completing the clinical component of required nursing courses.
4. A student who is refused acceptance for clinical experience due to a positive background screen will not be able to complete the clinical component of required courses and will not receive a passing grade for the course.
5. A student who is unable to complete the clinical component of required courses due to a positive background screen will be advised regarding possible readmission on an individual basis.
6. The student must report to the Associate Dean of Nursing any arrests and/or criminal charges or convictions filed subsequent to completion of the criminal background check as soon as possible, but not later than seven (7) calendar days of learning of such charges or convictions.
7. Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following will bar admission to and are grounds for dismissal from a clinical course of study:
   - Crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery
   - Crimes involving drug use, drug distribution, or possession of drugs or drug paraphernalia
   - Crimes involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects
   - Crimes involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check)
   - Any other crime or pattern of criminal behavior which, in the Facility's opinion, warrants exclusion or dismissal from clinical rotation
**Procedure:**

1. Students must pay $29.00 for the background screening by the published date. Payment must be made directly to the company. Once admitted to the program a URL to the company site will be provided.
2. Students must sign appropriate consents prior to the screening. Consents will be kept in the student’s file. Refusal to sign Consent for Release Form will result in dismissal from program.
3. Background screening will include the following:
   
   * **Criminal history:** Reveals felony and misdemeanor convictions, and pending cases usually including date, nature of offense, sentencing date, disposition and current status.
   
   * **Sex Offender Check:** Is a search of the state or county repository for known sexual offenders.
   
   * **Social Security Number Trace:** Is 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.
   
   * **Office of Inspector General:** Identifies individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare benefits.
4. The Associate Dean of Nursing or Program Chair will notify the student of positive findings prior to notification of the clinical facilities for a determination regarding student acceptance for clinical experience.
5. Positive findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate clinical facility who will determine if the student will be accepted for clinical experience.
6. Background screens that would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges that could jeopardize the health and safety of patients and sanctions or debarment.

**Confidentiality:**

The Associate Dean of NEP will receive all test results. Confidentiality of test results will be maintained with only the Director, Program Chair, clinical agency, and the student having access to the results with the exception of legal actions that require access to test results.

September 2004
Revised: Spring 2007; Spring 2008; Summer 2009
Reviewed Summer 2015
Reviewed Summer 2016
JEFFERSON STATE COMMUNITY COLLEGE  
NURSING EDUCATION PROGRAM

POLICY: Class Organization and Function

Class Representatives are elected by class vote. This provides a structure within which class members make decisions and plans and coordinate activities for the class and the nursing program. The following guidelines establish the framework for this organization.

By-Laws

Article I - Name

This organization shall be known as the 20xx Nursing Class.

Article II - Purpose

The purpose of the Class shall be to provide a democratic organization through which selected activities may be undertaken.

ARTICLE III - Functions

The function of the Class shall include the following:

1. Conduct class business relative to planning class activities.
2. Cooperate with nurse faculty/sponsors in the development of class activities.
3. Cooperate with the faculty in the facilitation of further growth and development of the Jefferson State Nursing Education Program.

ARTICLE IV - Membership and Voting

Membership shall consist of all students who anticipate graduation in 20xx

Each class member shall have one full vote.

ARTICLE V - Class Representatives and Sponsors

Section 1 Election of Class Representatives

A. Class representatives shall be elected in the second semester of the RN curriculum and in the third semester of the Night/Weekend curriculum at a meeting called by the instructor.

B. Terms of Office shall continue through graduation, unless the progression of the representatives is interrupted.
C. Voting shall be by secret ballot.

Section 2  Vacancy in Offices

A. A vacancy in any of the Representatives’ office shall be filled by election by majority vote of the class.

Section 3  Duties of Representatives and Sponsors

A. Class Representative and Alternate Class Representative

1. Serve on curriculum and student affairs committees of the NEP.
2. Serve on college committee as requested.
3. Serve on graduation committee.

B. Class Sponsors

1. Call the meeting for the election of class representatives in the second semester of the RN curriculum and in the third semester of the Night/Weekend curriculum.
2. Attend or appoint a designate to attend class meetings.
3. Act as liaison between the class, nurse faculty, Program chairpersons, and Associate Dean of Nursing.
4. Act as advisor to the class in the development of class activities.

ARTICLE VI  Meetings

Section 1. Meetings

Meetings may be called at the discretion of the Class representative and class sponsor or by special request.

Section 2. Notices of Meetings

Faculty sponsors must be notified of all class meetings. One faculty sponsor or his/her designate must be present at all meetings.

Article VII  Committees

Students Role in Program Decision Making

Students are selected by each class and serve in an ex-officio capacity on many committees within the Nursing Department. Active participation by these student representatives in the activities of these committees is encouraged by the nurse faculty. Any nursing student may suggest topics for the agenda for any nurse faculty committee by presenting the topic to the student representative from that class or to any faculty member serving on that committee.

Students have the opportunity to evaluate each course at the end of the semester. Nurse Faculty follows the College procedures to maintain confidentiality. Student’s feedback is an important
component in program improvement for the NEP. Students are encouraged to participate in course evaluations.

**Composite Picture**

The class representative is responsible for obtaining prices from photographers for the pictures for class composite pictures. The school does not require a composite picture. However, if the class members choose to have a composite picture they must provide the funding and the picture. The composite pictures should be no larger than 25" x 30". Pictures must be made by mid-term of the last term prior to graduation. Students who enter into a contract for a composite do so as an independent agent and are responsible for contract requirements. Neither JSCC nor the NEP is responsible for composite fees incurred by students. Faculty and staff at JSCC may not sign contracts for services.

**Commemoration Information**

The Commemoration ceremony is optional. Students interested in participating should begin planning during NUR 202. Each campus or site may conduct their own commemoration ceremony at the campus/site from which they are graduating. Nurse faculty class advisors will assist students in planning the event. The College will provide the following at no charge to students:
- Facility space at JSCC for the event
- Refreshments following the event will include cake and punch. The culinary department will not provide refreshments for ceremonies conducted off campus.

**Guidelines for Planning**

**Facility Reservations:**
- Class representatives are responsible for contacting JSCC to reserve space for the ceremony.
  - Shelby Campus: Debbie Jackson - 205 983-5214
  - Jefferson Campus: Brenda Hall – 205-856-7783
  - Chilton-Clanton Center: Christine Brown – 205-280-8211
  - Pell City Site: Nicholas Kin – 205-812-2777
- Typically, students select a date during the last week of class. If a Saturday or Sunday is scheduled, faculty may not be available to participate.
- Room set up and equipment requests need to be communicated when reserving space (podium, risers, tables, and/or projector).
- Notify Nursing Faculty Advisor of date/time and location of the ceremony in order to communicate with the culinary department regarding refreshments.

**Printing:**
- Once date/time and place are set, announcements are to be printed. The students are responsible for printing announcements.
- Class representatives are responsible for organizing class meetings to determine the student list for the program and presenters.
- All revisions to the program are to be completed 2 weeks before the event and class representatives are responsible for proofing.
• The Associate Dean of Nursing or Campus/Program Chair must review the commemoration program prior to printing.
• After approval, the class representative can prepare the documents for printing.
• Invitations should be sent to Nurse Faculty, Associate Dean of Nursing, President of the College, Vice President (VP), and Dean of Instruction.

Ceremony:
• Only the official JSCC Nursing pin may be used for the pinning portion of the ceremony. If graduates do not purchase the pin but would like to participate in pinning, a ribbon (provided by JSCC) may be used in place of the pin. If graduates would like to order the JSCC pin, they may do so from Herff Jones at P.O. Box 361845 Birmingham, AL 35236-1845, 800-437-3393-1845 or 205-408-0202 - Prices vary based upon type of metal.

• Another option for the JSCC nursing pin is Jim Coleman Ltd., which is much cheaper than Herff Jones. The website is: www.jimcolemanstore.com/jeffstate. There is no charge for shipping if the pins are sent to the school, otherwise, if the students orders a pin and wants it shipped to their house they will be a charged shipping and handling fee. Each semester there will be a deadline on the Coleman website for students to order their pin.

![Official JSCC Nursing Pin](Photo enlarged to show detail)

• Nightingale Lamps are traditionally used for the lamp lighting portion of the ceremony. Lamps are provided by the school. However, if a student chooses, the lamps may be purchased at www.meridys.com or www.herffjones.com

• STUDENTS MUST WEAR THEIR NURSING STUDENT UNIFORM AT THE PINNING CEREMONY
  • Students in NUR 202 may be asked to assist with the ceremony to hand out programs.
  • If a slide show is part of the ceremony, it must be reviewed and approved by the Associate Dean of Nursing, Campus Chair or Program Chair 1 week before the ceremony. Slide shows that begin 15-20 minutes before the official ceremony are most effective.

• Students should select presenters for the following:
  a. Welcome and Invocation
  b. Introduction of the Nurse Faculty, Recognition of Jefferson State Culinary Department, and college administrators if present.
  c. Outstanding Student Award (optional) – presented by faculty
  d. Florence Nightingale Award (optional)
  e. Significance of the Florence Nightingale lamp – student or faculty
f. Significance of the Nursing Pin – student or faculty can explain

  g. Pinning - Students must ask a faculty member to pin them

h. A Faculty member chosen by the class will announce students during pinning.

  i. Presentation of Lamps - a Faculty member will present each student with a lamp

  j. A faculty member chosen by the students will lead class in recitation of the Nightingale pledge (Appendix-C)

**Nursing Student Awards**

Traditionally, there are two awards presented during the commemoration ceremony; the Faculty Award for Outstanding Student and the Florence Nightingale award. The criteria for the Faculty Award for Outstanding Student are:

- Selected by faculty vote
- Grade point average of 3.00
- Professional attitude and interest in nursing
- Proficiency in the clinical setting
- Sensitivity to the needs of others

Criteria for the Florence Nightingale award are:

- Selected by the members of the graduating class
- A graduate who best exemplifies honesty, technical knowledge and skills, congeniality, commitment to nursing, emotional maturity, communication ability, respect for others, academic record, humility, leadership abilities, and support of the nursing program and the college
- All members of the class are eligible for this award.

**COLLEGE GRADUATION INFORMATION**

Although participation is optional, you are encouraged to participate in graduation to celebrate the achievement of your goal. The college has one graduation ceremony each year in May for all who completed degree requirements since the last graduation ceremony. Participation requires rental of cap, gown, and tassel. Graduation fees are paid during spring semester prior to May graduation ceremony.

*In third semester (NUR 201), prospective graduates should:*

  1. **Complete a Degree Works Audit.** Degree Works is a Web-based tool to help students and advisors monitor a student's progress toward degree completion. It can be found at [http://www.jeffstateonline.com/programs/degeworks/](http://www.jeffstateonline.com/programs/degeworks/)

  2. **Apply for graduation.** The application may be downloaded online at [http://www.jeffstateonline.com/programs/graduation](http://www.jeffstateonline.com/programs/graduation). Students who do not apply for graduation will not graduate and their transcript cannot be sent to the Alabama Board of Nursing.
**College Graduation Cost (Subject to Change)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Cap/Gown/Hood/Tassel</td>
<td>$56.90 + tax</td>
</tr>
<tr>
<td>Honor Cord</td>
<td>$11.75 + tax</td>
</tr>
<tr>
<td>Extra Tassel</td>
<td>$6.50 + tax</td>
</tr>
<tr>
<td>Announcements</td>
<td>$1.50 each + tax (minimum of 10 announcements)</td>
</tr>
</tbody>
</table>
POLICY: Clinical Requirements

Clinical and/or Laboratory Attendance
Nursing students are required to complete a specified number of clinical and/or laboratory hours for each nursing course. Students who are late for an assigned clinical and/or laboratory experience will receive a grade of “Unsatisfactory” on the evaluation tool. They are required to notify the clinical/laboratory instructor of absences prior to the beginning of the clinical/laboratory experience at the first available opportunity.

When clinical experiences are scheduled off campus, and the student is unable to participate, the student must notify the instructor via established course instructions. If unable to reach the instructor, the student should call the facility and identify him/herself by name, and state that she/he is a nursing student. The student should then request that the instructor be informed regarding the absence. Faculty may require supporting documentation for the missed clinical experience to qualify as an excused absence and rescheduled clinical.

If a student arrives on the unit 30 minutes after the scheduled start time of the clinical experience, the student may be asked to return home and make up the day. If a student has not prepared appropriately for the clinical experience, by displaying a lack of knowledge regarding the assigned client, absence of JSCC photo ID, or absence of required equipment to engage in client care, the instructor may send the student home. A grade of “Unsatisfactory” for the clinical day will be recorded on the evaluation tool. Regardless of the reason, all missed clinical experiences must be rescheduled for the student to have the opportunity to successfully complete the nursing course.

Students who miss multiple assigned clinical days in a nursing course are not guaranteed make-up days due to limited facility and faculty resources. Inability to perform the required number of clinical hours will result in inability to complete the nursing course.

The student is responsible for the following:

- Remaining home if ill to protect oneself, one’s peers, and patients,
- Reporting one’s absence from the clinical as directed in the syllabus for each course, and
- Scheduling make-up times with the respective instructor before the next scheduled clinical. Clinical make-up is scheduled at the discretion of the course instructor. Missed clinical time must be made up with clinical time, not lab time.

Students will have clinical experiences at a variety of agencies throughout the area and are responsible for transportation and for abiding by the parking regulations of the individual agencies. Students are encouraged to travel together as much as it possible, to park only in well-lighted areas, and to ask for help and escort from the agency security departments when necessary.
Students may have daytime or evening clinical experiences any day of the week, rotate among faculty and/or clinical facilities, and occasionally attend clinical experiences outside of the local campus area.

**Clinical component:**
Students must maintain the following criteria in order to attend clinical lab experience:

1. An up to date Medical record
2. Evidence of current nursing student liability insurance
3. Current Certification in CPR (BLS-C) at the health care provider level
4. Satisfactory level of health
5. Adherence to established dress code
6. Current health insurance
7. Successfully complete the math validation within 3 attempts
8. Meet criteria documented in the drug screen and background policy.

Students who miss a clinical day (CLS) because they did not complete their medical forms by the deadline will receive “U’s” in all Professional Behaviors for any day missed. A makeup CLE must be scheduled with the Course Coordinator.

**Failure to comply will result in dismissal from the clinical facility and a grade of "U" (Unsatisfactory) on the clinical evaluation form in all applicable objectives.**

**EVALUATION CRITERIA/PROCESS**
In order to successfully complete the clinical portion of this course, the student must:

- Attend and complete all clinical assignments
- Receive less than 3 “Unsatisfactory” (U) in the same professional behavior

Three (3) “U’s” in the same professional behavior objective on 3 separate clinical experiences will constitute failure of the course, due to inability to meet clinical/course objectives regardless of the theory grade. An ‘F’ in clinical will result in the student being unable to progress. The faculty will share the evaluation(s) with the student prior to the next scheduled clinical experience. The faculty and student will sign and date the evaluation(s) and make any pertinent comments.

Students are assigned a letter grade for each critical and professional behavior based on the following definitions:

S = Satisfactory  
Clinical behavior and work demonstrates knowledge and preparation in performing all aspects of the behavior

NI = Needs Improvement  
Clinical behavior and/or work is safe but does not meet all aspects of the performance described in the behavior or performance is inconsistent. When an NI is awarded, the student will be given specific criteria for improvement. This improvement is required in order to prevent a future unsatisfactory evaluation for the same behaviors or performances. A student cannot receive a “NI” two clinical days in a row; therefore, the student would receive a grade
of “U” or “S” in that category for the following clinical day if their performance did not improve as directed.

U = Unsatisfactory
Clinical behavior and/or work is unsafe, inconsistent, or inadequate in meeting all aspects of the performance described in the behavior. When a U is given, the student is given specific criteria required to improve to an S.

NO = Not Observed
May be given for a behavior that is not observed

Consequences of Unsatisfactory Behaviors:
1. If a student receives a “U” during a clinical experience, he/she may be dismissed from that clinical session.
2. Failure in a single critical behavior may also result in a clinical failure.
3. Three (3) “U’s” in any one objective are grounds for immediate termination from the currently enrolled nursing course, regardless of theory grade, due to failure to meet required clinical/course objectives and will result in inability to progress within the nursing program.
4. Faculty have the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.
5. Dismissal and permanent removal from the program may occur in cases of extreme circumstances that result in potential or actual harm to any individual, pending due process procedures.

Critical Behaviors: Behaviors required to demonstrate that the student’s nursing practice meets legal, ethical, and safety standards expected of an ADN student in the Alabama College System. If the student is unable to successfully demonstrate a critical behavior, the instructor will evaluate the behavior as “Unsatisfactory” and will provide student with an outline of specific criteria required to improve performance to gain an “S” (see Clinical Evaluation attached).

Unsatisfactory performance of a critical behavior may result in the student being dismissed from the clinical session. The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students. Dismissal and permanent removal from the program may occur in cases of extreme circumstances that result in potential or actual harm to any individual, pending due process procedures.

Math Validation:
1. A passing score of 90% or greater on the math validation is required for students to fully participate in clinical activities. Students will be given a total of three (3) attempts to achieve 90% passing requirement each semester.
2. Students must successfully complete the math validation prior to participation in any clinical activities.
3. If a student is unsuccessful with the math validation within three attempts, the student will be unable to attend clinical rotations and therefore be unable to complete the course(s) successfully for the semester.
Clinical Policies: The Alabama Board of Nursing Administrative Code is applicable to all students during their clinical assignments and students are held accountable for their actions. Students do not practice nursing under the protection of their JSCC Nurse Faculty’s license.

1. Students should NEVER prepare or administer a medication without the supervision or approval of the JSCC nurse faculty.
2. Students should NEVER participate in client care activities in which they are unfamiliar or have not received instruction.
3. A nursing action that is committed or omitted that is an actual or potential endangerment to clients may represent sufficient rationale for course failure.
4. Students who perform unsafe actions or are unprepared for client care may be dismissed from the clinical setting and receive unsatisfactory grades for the experience.
5. Students who do not comply with the dress code may be dismissed from the clinical setting and receive unsatisfactory grades for the experience.
6. Students are required to attend all clinical rotations.
7. Students are required to notify the instructor of an absence prior to the beginning of the experience. Make-up clinical days must be scheduled with the Course coordinator and the clinical coordinator within a week of the missed experience. It is the student’s responsibility to contact the instructor regarding a make-up date.
8. All missed clinical experiences must be made-up. Unexcused absences may result in a “U” in all behaviors on the clinical evaluation form. However, due to limited clinical space and time, clinical make up days cannot be guaranteed during the current semester. The student will be given an Incomplete for the course, and be required to make up the clinical at the beginning of the next semester. Failure to complete clinical rotations will prohibit progression in nursing. Failure to notify the course clinical coordinator of an absence prior to the clinical experience as directed by the course clinical coordinator will result in a “U” in all behaviors on the Clinical Evaluation form. Students must meet all required clinical hours regardless of whether the absence was excused or unexcused.
9. Students may have clinical experiences on any day, evening, or weekend and on any given shift (day, evening, night). Students may rotate among faculty and/or clinical facilities during the semester.
10. Students may be assigned one or more clients during the clinical experience at the instructor's discretion.
11. During the clinical experience students report directly to their assigned JSCC nursing faculty. In the event that the nursing faculty is unavailable, the student should comply with the following chain of command in this order: nurse assigned to the student's client, charge nurse, and then unit manager.
12. Clinical paperwork is due at the instructor-specified day and time. Late paperwork may result in a grade of "U" on the clinical evaluation form. Three "U"s in a critical or professional behavior will constitute a clinical failure.
13. Unsafe client care may result in a clinical failure or program dismissal.
14. Students may not smoke in the nursing uniform. Students that smell of smoke or other odorous material will be asked to leave the clinical facility. Student submitting paperwork smelling of smoke or other strong odors may be required to resubmit paperwork.
15. Patient confidentiality must be maintained at all times. Failure to do so will result in a "U" in all related behaviors and may constitute a clinical failure.
16. Cell phones must not be visible in patient care areas. Students with cell phones in any clinical area must have them put on “vibrate”. Failure to comply will result in a “U” in all related behaviors.

Additional policies specific to clinical facilities may apply and will be communicated to the student during clinical orientation.

**Campus Laboratory Policies**

1. Students are expected to maintain the same level of professional behavior they would in a clinical setting.
2. Students are expected to attend all scheduled lab assignments. Missed lab assignments will be graded “U” on the laboratory/clinical evaluation. Students who miss three (3) lab assignments will receive a course grade of D or F based upon their theory grade.
3. Students who have unexcused absences from scheduled validations will receive a “U” for the validation. Students who receive three (3) “U” on a skill validation will receive a course grade of D or F based upon their theory grade.
4. Students are expected to be on time for campus lab and bring all required supplies. Students who attend campus lab unprepared may be sent home.
5. Students may not have access to campus labs without faculty in attendance.
6. Food, drinks, and chewing gum are NOT allowed in campus labs.
7. Students are expected to tidy the lab following lab activities. This includes returning equipment to storage; wipe up spills, place waste in trashcans, place beds in the lowest position, and straightening bed linens.
8. Students may not remove lab equipment/supplies from the campus lab.
9. Visitors (friends or children) may not attend lab with students.
10. Students may not lie in beds unless it is part of a planned lab experience.
11. Cell phones must be placed on vibration mode only (emergency calls only).
12. Dress and cover manikins appropriately when lab is over.

**Preceptor Guidelines for NUR 204**

Students are assigned preceptor placement by the Course Coordinator of NUR 204. Placement priority is for Medical/Surgical units first, followed by ICU, Neurology, or Emergency. Placement is based on availability of units and preceptors. Obstetric units, Psychiatry and Surgery are not typically assigned since students need to develop Medical/Surgical skills. The primary objective for the preceptor experience is to prepare students for general practice, develop delegation and management skills, and ultimately to pass NCLEX. Preceptor placement is the responsibility of the NUR 204 course faculty.

Additional preceptor policies are applicable for NUR 204 and are available in the course materials.
POLICY: Clinical Requirements – Simulation Lab

The mission of the Nursing Simulation Laboratory is to provide the students of JSCC with a safe environment in which to implement and refine newly acquired knowledge and skills learned in the classroom. To achieve our goal, we will incorporate the use of patient care manikin and high fidelity simulators, as well as creating an up-to-date patient care environment. The Nursing Simulation Laboratory is committed to using current practice and equipment seen in the healthcare setting.

Simulation is an attempt to recreate real situations in a controlled environment. Simulation is meant to be a learning experience for the students. Simulated scenarios require participation from all students. The manikins provided by JSCC are to be used with respect and treated as if they were live patients in the healthcare setting. Simulations are subject to recording and playback at the instructor’s discretion. Debriefing conferences are held following each simulation lab experience and are used for evaluation and reflection of each student’s performance. Debriefing helps reveal students critical thinking skills as well as technique skills in the patient care setting.

WARNING: The manikins and other supplies and equipment may contain Latex. Please inform your instructor and the Simulation Lab Supervisor and take proper precautions if you are allergic.

STUDENT BODY NEP & EMS POLICIES AND PROCEDURES

General Guideline in relation to Simulation Lab

a. All students must complete an orientation prior to using the lab and its equipment.
b. Each student is required to sign a Student Agreement prior to participation in the Simulation Lab. It will be offered at time of simulation if not signed prior.
c. No student is permitted in the Simulation Lab without Faculty/Instructors/ Lab Staff present.
d. All students must act in a manner that does not disturb the academic environment of the lab.
e. No food or drink in the patient care areas at any time during lab unless otherwise provided for the simulations educational purposes.
f. No fire paraphernalia, pens, markers, betadine or newspapers at patient bedside. Blue or black ink is acceptable for charting. Written charting is to be completed at the nurse’s station.
g. Computers and other laboratory equipment are to be used for education purposed only. Those that choose to use lab items for personal use will be subject to disciplinary action by appropriate faculty and administration.
h. Any equipment malfunction or abuse is to be reported directly to the Simulation Supervisor and Campus Chair for review.
i. Students are to abide by the same dress code for simulation as is required for clinical. Please refer to the Student Handbook for details.
j. Classroom and laboratory use of cellular phones, pagers and other electronic communication devices are prohibited. If these devices are brought into classrooms and labs, they must be turned off or to silent mode and placed in your bag. Violations of this policy may result in academic penalty, as stated in course policies, or in charges of violation of the Code of Student Conduct.
k. To maintain physical safety do not transfer the manikins for any reason unless instructed by the instructor. Proper body mechanics and team lifting should be utilized when moving the patients and equipment.
l. No student involved shall infringe upon the privacy, rights, privileges, health or safety of other lab users. It is the policy of JSCC that employees and students are provided a workplace and academic atmosphere free of harassment or discrimination.
m. Users of the Simulation Lab are responsible for ensuring that the lab area is left orderly and in good condition for the next simulation including but not limited to the patient care area, supply area and nursing station.
n. Students are responsible for placing sharps (needles, lab collectors etc.) in the appropriate disposal. Sharps boxes are to be located at each patient area and are not to be removed unless otherwise instructed.
JEFFERSON STATE COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCE  
NURSING EDUCATION PROGRAM  

SIMULATION LABORATORY POLICY  

FACULTY AND STAFF OF NURSING EDUCATION PROGRAM & CENTER FOR PROFESSIONAL, CAREER, & TECHNICAL EDUCATION EMS/PARAMEDIC  

1. Faculty and Staff Use  
   a. All faculty and staff of the Nursing Education Program and EMS Program are required to complete an orientation to the laboratory and equipment prior to use of the lab.  
   b. Spectators for peer review should be limited to 8 students. Students can be rotated from debriefing room to Simulation Lab at faculty discretion.  
   c. Faculty and staff must be in attendance with students at all times to maintain safety, proper use of equipment and proper instruction.  
   d. No more than 12 students within a simulation at a time including any observation groups.  
   e. Faculty and staff wishing to run simulations can do so only after training on the simulators, audiovisual, and computer systems have been completed.  
   f. Faculty and staff running their own simulations must still request lab time through the Simulation Supervisor.  
   g. In order to decrease instances of scheduling conflicts and overage on scheduled time, all simulation scheduled times should be reserved for running the scenario and debriefing. All pre and post conference needs should be addressed prior to the simulation start time, and debriefing should be concluded by the stop time reserved for the simulation room.  

2. Scheduling Requests  
   a. Simulation lab hours of operation are campus specific. For lab availability at the Jefferson and Pell City campuses, please contact the simulation supervisor (205) 856-6020. For lab availability at the Shelby and Clanton campuses, please contact the simulation supervisor (205) 983-5216.  
   b. Individual simulations are required to be scheduled and or requested within three hour increments. Simulations desired over the maximum of three hours will need approval when scheduling.  
   c. Faculty for the Nursing Education Program has first priority for scheduling Simulation Lab time. However, nursing faculty must schedule Simulation Lab time before the deadline set by the simulation supervisors for this benefit. After the deadline, EMS will be allowed to schedule on available dates. Any EMS or Nursing simulations scheduled after the priority deadline will be approved on a first come, first serve basis.  
   d. Scheduling request should be completed at least three weeks prior to the desired date and time.  
   e. SimManager is the preferred method of scheduling. Scheduling request can be completed within SimManager from the defaulted home page or within the Simulation tab under Simulation Request Management. When scheduling events in SimManager, fill out the appropriate information to complete your request. It will include but is not limited to the following: scenario, equipment, room needed for reservation, etc.
f. In order to decrease instances of scheduling conflicts and overage on scheduled time, all simulation scheduled times should be reserved for running the scenario and debriefing. All pre and post conference needs should be addressed prior to the simulation start time, and debriefing should be concluded by the stop time reserved for the simulation/debriefing room.

3. Equipment Requests

a. The simulation scenario, equipment, and supplies needed for the simulation are to be requested by faculty and staff at least three weeks prior to the scheduled simulation. The Simulation Supervisor will then provide requested items unless otherwise discussed.
b. No equipment or supplies are to be removed from the lab unless approved by the Simulation Supervisor.
c. Any equipment or supply damage is to be reported to the Simulation Supervisor and Campus Chair within 24 hours via email.
d. Manikins are to be covered and left in the bed that they occupy after each simulation.
e. No fire paraphernalia, pens, markers, betadine or newspapers near the manikins at any time.
f. Equipment request can be made through SimManager on the same form as simulation event requests.
g. Additional supplies needed for simulation that were not previously requested can always be emailed to the Simulation Supervisor no later than 24 hours prior to the scheduled simulation. Ability to accommodate will be subject to availability of requested supplies and equipment.
h. EMS will provide their own field bag and Simulation Supervisor will replace supplies as requested by instructor. Requests are to be made by email.
POLICY: Course Test Policy

Students are expected to carry out all assigned work and to take examinations at the class period designated by the instructor. The following test policies apply to all nursing courses:

1. The student must inform the instructor prior to the test, either directly or through a message left in the Nursing Office or by Blackboard email, if he/she is unable to take the test at the scheduled time. Failure to do so may result in a zero for that test, and the student may be ineligible to take the makeup exam. Arrangements to make up missed work due to excused absences must be initiated by the student within a week of the absence. Make-up tests may be given at the end of the semester. Students may be required to present a valid JSCC student ID in order to complete any makeup exam.
2. Students may be unable to take an exam if more than 15 minutes have passed since the scheduled test time.
3. The instructor will not answer any questions once the exam has begun. If a clearly identified mistake is noted (ex. a typo), the student will raise his/her hand and the instructor will respond.
4. Students who miss make-up test(s) or fail to schedule make-up test(s) will receive a zero for the missed test(s).
5. Computerized testing may be taken on the student’s home computer or in the computer lab at any campus as designated by the instructor. Computerized testing is a privilege granted to the student to allow the student more schedule flexibility. Students are expected to maintain academic honesty during testing. Faculty reserve the right to delete any tests that appear to be compromised. Duplication of any online test is prohibited and can result in discipline outlined in the Academic Honesty Policy.
6. Computerized quizzes and assignments are not eligible for make-up since they are offered over a specified time frame. All computerized quizzes and assignments that are missed will go into the grade book as "0".
7. During test reviews, there will be no discussion regarding answers. Any student who wishes to challenge an answer should do so in writing or email, providing the specific rationale, reference information, and page number within 48 hours of the exam. However, this procedure in no way suggests that the instructor will accept the rationale as provided.
8. Test reviews are available for all unit/module tests at a time designated by the faculty. Students who miss the scheduled review sessions are not given additional opportunities for review. The final exam may be reviewed only by appointment with the course coordinator.
9. Pop quizzes may be administered at any time during a scheduled class meeting. Pop quizzes may be between 1-5 points in value and are included in the total points possible for the course grade. Students must be present at the beginning of the pop quiz in order to take it and receive points. Missed pop quizzes/projects are not available for makeup for any reason.
10. No bonus points or additional coursework will be given as extra credit.
11. Only items supplied by the instructor, excluding pencils, are allowed on the desk during testing. All personal student items will be placed in a faculty designated area during testing. Faculty reserve the right to restrict other items.
12. No cell phones or electronic devices of any kind will be allowed on your person during an exam or test review. Students violating this policy will receive a “0” for the test and/or failure for the course.
13. The Academic Honesty Code prohibits any student from fabricating an excuse to miss an exam and for any student to talk about, give hints, or offer any information to those who need to take a makeup.

14. Faculty will make every effort to accurately post grades and provide students with a method for determining their individual progress. Faculty may post course averages throughout the semester, but students are responsible for monitoring their own progress. Any average posted is subject to change and no average or final grade is official until the grades are posted on JSCC’s Banner.

15. The scantron stands as the official grade sheet and answers placed on the actual test will not be considered for credit unless specifically directed otherwise by the faculty.

**Nursing Program Policy on Spell Check Devices**

(Adoption date: 02/20/13)

The NEP of JSCC hereby adopts the following internal department policy, effective at all locations where the program is taught:

- The ability to identify and correctly spell anatomical, pharmacological, and medical diagnostic terms is a part of the essential function of those courses. The use of a spell checker or other supplemental material, including word banks, is prohibited.
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

POLICY: Dismissal Policy

A student will be subject to dismissal from the nursing program or may be denied admission or readmission if the student

1. Acts in a manner that nurse faculty evaluate as being a breach of safety, confidentiality, legality, or accountability.
2. Violates nursing practice standards outlined in the Alabama Board of Nursing Administrative Code or engages in conduct identified in the Code as grounds for denial, suspension, or revocation of a nursing license as the same applies to Jefferson State nursing students.
3. Falsifies records.
4. Fails to produce documents as required by the Nursing Education Program.
5. Violates the College’s Academic Honesty Code, the Code of Student Conduct, or the Drug and Alcohol Free Campus Policy.
6. Fails to comply with the NEP Background Screen Policy or Drug and Alcohol Screen Policy or based on results of the screens is unacceptable by the clinical facility for placement.
7. Habitually ignores or fails to follow the policies, professional and legal rules or regulations, ethical principles under which the nursing program and its affiliated clinical agencies operate.
8. Is denied acceptance by a clinical agency for clinical experiences.
POLICY: Dress Code

What is the Clinical Uniform? Students are to order the complete school uniform in the appropriate size through the JSCC designated resource during the first nursing course. If at any point the student loses or gains weight such that the uniform no longer fits, the student is responsible for purchasing a new uniform in the appropriate size.

<table>
<thead>
<tr>
<th>A complete clinical uniform includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherokee Uniform.</td>
</tr>
<tr>
<td>Crewneck T-Shirt.</td>
</tr>
<tr>
<td>Photo ID.</td>
</tr>
<tr>
<td>Clinical Supplies.</td>
</tr>
<tr>
<td>White Shoes.</td>
</tr>
</tbody>
</table>

How should I appear in my uniform? Uniforms should be laundered after each wearing. Students should be bathed and free of odor. Remember your oral and personal hygiene is important to your patient, and any unusual odor may be offensive. You must wear deodorant; however, fragrances should be avoided. Fingernails should be clean and neatly trimmed. No polish may be worn, and no artificial nails are allowed. Fingernails must be trimmed so that nails are not visible when viewing the palmar surface of the hand.

Visible jewelry should be limited to watch and wedding band. If ears are pierced, one set of stud earrings may be worn. No other visible piercing or ornaments are allowed. Tattoos should be covered when possible. Makeup must be conservative, neat, and in moderation.

Hair (male or female) must be neat and clean. Long hair must be pulled back out of face and pinned up off collar. Conservative styles and colors must be worn. Male students may wear neat trimmed beards or mustaches as defined by nurse faculty.

Undergarments are required and must not be visible through or outside of the uniform. A crewneck t-shirt is required in order to protect your modesty and for the sake of uniformity.
When should I wear my uniform? In general, uniforms are not required in the classroom setting. They are required in the laboratory and clinical settings.

Students may not wear the Jefferson State nursing student photo ID or uniform or in any way represent themselves as a Jefferson State Nursing Education Program student except when engaged in the assigned, planned learning activities necessary for completion of requirements for the course in which duly enrolled. Student uniforms MAY NOT BE worn in the hospital or health agency when the student is privately employed. Student uniforms may not be worn in social settings where alcohol is being purchased or consumed.

What about nontraditional settings? In some nontraditional settings, such as psychiatric settings, pediatrics, pre-clinical assignments, and other appropriate situations, you are required to wear black pants, socks, and shoes with the Jefferson State Nursing polo shirt. The polo shirt is grey with our nursing logo in black thread. In the nontraditional settings, students should avoid tight fitting or low cut pants or tops, and must look professional. Shoes should be clean with a closed toe and heel.

Polo shirts are to be ordered through First Choice Advertising. Scott Daniel is the contact person and can be reached at 205-718-0270

To order the shirt: http://www.firstchoicemonograms.com/collections/jefferson-state-community-college

You may be given further instructions by you clinical instructors for these cases.

Students may be sent home if non-compliant with dress code. Noncompliance will result in a grade of “U” for that clinical day. All clinical days missed for dress code violations will need to be made up in order to meet the minimum number of clinical hours as set by the Alabama Community College System and JSCC NEP.
Uniform Requirements and Instructions for Ordering

The following uniform was adopted for JSCC with student and faculty input. Students will be required to purchase the current adopted JSCC uniform upon admission. Students admitted prior to adoption of the new uniform will continue wearing the current JSCC uniform throughout the remainder of their enrollment. Students who have been out of progression and re-enter the program will be required to purchase the new adoption.

These instructions are provided for guidance when ordering the newly adopted uniform. All JSCC nursing uniforms are purchased through Meridy’s Uniforms http://www.meridys.com (1-800) 237-9164. Students may order uniforms directly from Meridy’s website using the RN uniform passcode Jeff123. Students must place orders during the designated period so that the items will be received in time for clinical. All items must be purchased and in the student’s possession by the first clinical day.

To place your order, please go to www.meridys.com and use the passcode JEFF123

<table>
<thead>
<tr>
<th>Items</th>
<th>Required/Optional</th>
<th>Uniform Style #</th>
<th>Prices As of Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cherokee Workwear - Pewter (PWTW) - Embroidery</td>
<td>XXXS-XL 2X-5X</td>
</tr>
<tr>
<td>TOPS</td>
<td></td>
<td>EMB-4700-211-PWTW Female 2 Pkt V-Neck - Embroidery</td>
<td>$22.00 $25.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMB-4876-211-PWTW Female 3 Pkt V-Neck - Embroidery</td>
<td>$24.00 $27.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cherokee Workwear - Pewter (PWTW) - Embroidery</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Che-4200-PWTW Female Elastic Waist Pants</td>
<td>$15.00 $18.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(or) CHE 4100-PWTW Unisex D-String Waist Pants</td>
<td>$13.00 $16.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Che-4000-PWTW Male 7 Pocket Pants</td>
<td>$20.00 $22.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(or) CHE 4100-PWTW Unisex D-String Waist Pants</td>
<td>$13.00 $16.00</td>
</tr>
</tbody>
</table>

**Patch:** No  
**Embroidery:** Yes  
***Skills packs, shoes, and accessories may also be purchased from Meridys***

**SKILLS PACK COSTS:**

Skills packs are also ordered through Meridys when ordering uniforms. The costs for each packet are:

1st Semester packs are $129.59

2nd Semester packs (if needed) are $35
All JSCC Nursing uniforms will have the following monogram applied by Meridy’s at purchase:

![Monogram Image]

The following items will be needed but may be purchased from other vendors:
1) 1 Pair white shoes – All white with white soles (no obvious colored logo)
   *** Must be leather, no high tops, and have enclosed heels/toes
2) White hose, white knee highs, or white socks
3) Watch with second hand
4) Bandage scissors
5) Pen light
6) Stethoscope
7) Black ballpoint pen
8) Photo ID (Official picture ID from JSCC). Fundamental faculty will organize class for photo ID.

If you experience any difficulties, need third party payment information (i.e. students who already have scholarships, WIA, JPTA, etc. that will pay our company directly), or need assistance with sizing due to maternity issues please call Customer Service at 1-800-237-9164 and one of our representatives will be more than happy to assist you. Also, reference our FAQ section on the web page for additional information.
POLICY: Drug and Alcohol Screening

As stipulated by the health care agencies with which JSCC NEP contracts for clinical experience, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to the policy in order to participate in clinical experiences at the agency. This includes pre-clinical drug and alcohol screening and random drug screening. The student must pay fees for all drug and alcohol screening.

I. Pre-Clinical Screening

1. All students will receive notice of the drug screening guidelines prior to admission to the nursing program.
2. The NEP will maintain on file a signed consent to drug and alcohol screening from each student.
3. Drug and alcohol screening will be scheduled and conducted by a laboratory selected by the college.
4. Any student not present for screening at the designated time will be subjected to subsequent testing at a time chosen by the program director or campus chair.
5. Failure to complete the drug and alcohol screening or a positive drug or alcohol screening will prohibit the student from completing nursing courses.
6. Results of drug and alcohol screening will be sent directly to the Chairpersons of the NEP at JSCC.
7. A student who is unable to complete the required courses due to a positive drug screen may apply for readmission to the nursing program. The student will be considered for readmission according to the criteria in Section V.1.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing. The definition of reasonable suspicion may include any of the following:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
2. Presence of an odor of alcohol;
3. Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance;
4. A workplace accident;
5. Evidence of tampering with a drug test;
6. Suspected theft of medications including controlled substances;
7. Information that the individual has caused or contributed to an incident;
8. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs or alcohol while enrolled in the nursing program.
III. **Random Drug Screening**  
Students will also be subject to random drug testing. Random testing means that students will be arbitrarily selected for drug testing each semester by the testing agency used by the Nursing Education Program. Testing can occur at any time during enrollment in the program. Payment for random screening is the student’s responsibility.

IV. **Student Drug Screen Procedure**

1. All students must pay the $43 screening fee for full time students or $46 for Night/Weekend Track students directly to the company performing the screen.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. Students must follow the drug screening procedure as determined by the testing agency.
4. Alcohol testing is completed using breath analysis. A level above 0.020 is considered positive. Results are available immediately.
5. Students testing positive will be notified by Associate Dean of Nursing within 7 days of reviewing results.

V. **Confidentiality**  
The Associate Dean of Nursing will receive all test results. Confidentiality of test results will be maintained with only the Associate Dean, Program Chair, clinical agency, and the student having access to the results with the exception of legal actions that require access to test results.

VI. **Guidelines for a Positive Drug Screen**

Students with a positive drug screen are not permitted to participate in nursing courses. The student will receive a zero for each class or clinical assignment missed because of a positive drug screen.

In order to participate in class after a positive drug screen, the student must complete the following:

1. Complete a substance abuse treatment program approved by the JSCC NEP and the Alabama Board of Nursing.
2. Have the substance abuse treatment program mail the program completion statement directly to the JSCC NEP Director.
3. Have the treatment program send a copy of each random drug screen report directly to the Jefferson State Community College Nursing Education Program Director. Failure to do so will result in immediate dismissal from the Jefferson State Community College Nursing Program based on deliberate disregard of the guidelines for readmission.

Once the student has satisfied the above requirements, Consideration for readmission will be at the discretion of the Associate Dean of Nursing.

The Jefferson State Community College Program Chair reserves the right to randomly screen the student until completion of the Jefferson State Community College Nursing
Program. A positive screen will result in immediate and permanent dismissal from the Jefferson State Community College Nursing Education Program.

Graduation from the Jefferson State Community College Nursing Education Program does not guarantee eligibility to take the licensure examination. A student with a history of chemical dependency must submit a full explanation of the situation including treatment records, urine screens, doctor’s statements, etc. when submitting the application to the Alabama Board of Nursing.

VII. Drug screen programs suggested or required by the Alabama Board of Nursing, Jefferson State Community College, and/or various institutions with which the college contracts may vary from time to time in any or all of their aspects. Students will be required to comply with screening, which will satisfy any program or requirement established, by the Alabama Board of Nursing or any health care facility with whom the college contracts for clinical experience, whether preclinical 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 health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. If positive results from a prescribed drug, the student must provide the prescription, amount taken daily, time and amount of last dose. A physician will be requested to review the level of drug present in the student’s system to determine if level is therapeutic or abusive. Student must also sign release form from prescribing physician to provide indication for drug, length of time drug is to be prescribed and other relevant information. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

Revised: October, 2005; April 2007; April 2008; August 2009; November 2010; September 2015
POLICY: Exclusion from Class

Students must be informed in writing by the instructor about the specific requirements regarding individual classroom policies – usually in the course syllabus. When a student is in violation of a classroom or college policy that results in disruption or interference with the regular operation of a class, an instructor may exclude the student from class. At the discretion of the instructor, the student may be allowed to return to class the following class meeting. Should the instructor determine that the exclusion should be permanent, they will inform the student in writing by the next class meeting. The notice will also inform the student of his or her right to appeal the decision by requesting a conference with the appropriate campus chairperson or Associate Dean of Nursing within three business days of receipt of the notice of permanent exclusion. If the student fails to request such conference, then he or she will have waived the right to further appeal; and the exclusion will become final. Final exclusion from class will result in the grade of “RW” being assigned for that class. If a grade of “RW” is assigned, the student will not receive a refund of tuition and fees.

If a conference is requested, then it must be held within three business days after the receipt of the student’s request. The appropriate Chairperson or Associate Dean shall inform the student in writing of his or her decision regarding the permanent exclusion within three business days after the conference. If the student is reinstated in the class, then classes missed during the period of exclusion will not count as absences. If the Chairperson or Associate Dean upholds the permanent exclusion, then the student may appeal in writing to the Associate Dean of Nursing or Dean of Instruction within three business days of the decision of the chairperson or associate dean. Failure to appeal within the prescribed time limit shall constitute a waiver of the right to appeal and the decision shall become final. The Dean of Instruction shall inform the student in writing of his or her decision regarding the permanent exclusion within three business days of receipt of the appeal. A decision by the Dean of Instruction may be appealed to the President of the College for final disposition. The student must request review by the President within three business days of the decision of the Dean of Instruction.
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

POLICY: Grading Policy

Letter grades are assigned according to the following scale for the theory portion of the nursing curriculum:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60-74</td>
</tr>
</tbody>
</table>
| F     | Failure     | Below 60

The laboratory/clinical component of a nursing course are graded on a Satisfactory/Unsatisfactory basis utilizing the criteria outlined in the Evaluation of Laboratory Performance and Clinical Evaluation. Since each course has a different focus, the specific criteria will vary. Students are urged to study the Evaluation of Laboratory Performance and Clinical Evaluation criteria carefully at the beginning of each semester.

The student may fail the laboratory/clinical component of the course and receive a grade of F in the course for conduct that leads to a major breach in safety, confidentiality, legality, or accountability regardless of other grades. This will result in immediate dismissal from the course and may result in dismissal from the Nursing Education Program.

The final course grade is determined by a combination of theory grade, laboratory, and clinical performance grade according to the following scale:

Theory Grade + Lab Performance = Final Course Grade

<table>
<thead>
<tr>
<th>Theory Grade</th>
<th>Plus Lab/Clinical Performance</th>
<th>Equals Final Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Satisfactory</td>
<td>A</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>B</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory</td>
<td>D</td>
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<tr>
<td>A</td>
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<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>F</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>F</td>
</tr>
</tbody>
</table>
However, a student must attain a minimum average of 75 (C) in order to successfully complete each nursing course. For further clarification concerning letter grades, see the Jefferson State Community College Catalog under "Grading Information".

**Grade of Incomplete (”I”)**
A grade of Incomplete ("I") may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examination. A grade of Incomplete must be completed by the beginning of the 12th week of the fall or spring semester or 7th week of the summer term of the succeeding term for which the “I” was granted or the “I” will be changed to an “F”.

Students are assigned a grade of “I” only if the amount of incomplete work is manageable to complete in the succeeding semester. The faculty and Associate Dean of Nursing make the determination regarding the amount of work that is manageable.

**Auditing**
Auditing is not allowed for any Health Science Classes.
POLICY: Harassment Policy

It is the policy of JSCC that employees and students be provided a workplace and academic atmosphere free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. In addition, any such harassment is prohibited by state and federal laws, which may subject JSCC and/or the individual harasser to liability for any such unlawful conduct. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division or department by any employee, student, agent or nonemployee on college property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at JSCC or any of the other institutions that comprise the Alabama Community College System.

A nondiscriminatory environment is essential to the mission of JSCC and the Alabama Community College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. JSCC will take all steps necessary to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be subject to discipline, up to and including termination, as appropriate to the severity of the offense.

Employees and students of JSCC shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professionally functioning institution and to guarantee equal educational opportunities for all students.

For the purposes of this policy, harassment includes, but is not necessarily limited to:

Slurs, jokes or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.
Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

1. Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. Physical: unwanted physical contact including touching, interference with an individual’s normal work movement or assault; and
4. Other: making or threatening reprisals because of a negative response to harassment.

Harassment of employees or students by nonemployees is a violation of this policy. Any employee who becomes aware of any such harassment shall report the incident(s) to his or her supervisor, Legal Services, or an appropriate college official. In response to every complaint, Jefferson State Community College will take prompt investigatory actions and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature that interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Employees of JSCC should be aware that no employee has the authority to grant or deny promotions, or to force any change in an employee’s job status based on sexual favors.

Any employee or student who becomes aware of any such harassment shall report the incident(s) to his or her supervisor, Legal Services, instructor or an appropriate college official. In response to every complaint, JSCC will take prompt investigatory actions and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.
The employees of Jefferson State Community College determine the ethical and moral tone of this institution through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks that involve or cast the appearance of partiality, preferential treatment, or the improper use of position shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship, who shall be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to report the incident(s) to his or her supervisor, Legal Services, instructor or an appropriate college official. In response to every complaint, JSxCC will take prompt investigatory actions and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of JSCC in good faith will not be adversely affected as a result of reporting the harassment.

Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consensual or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:
1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for favors will affect a term, condition or privilege of employment or a student’s academic status;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
A. Comments of a sexual nature;
B. Sexually explicit statements, questions, jokes, or anecdotes;

6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
   A. Touching, patting, pinching, hugging, or brushing against another’s body;
   B. Commentary of a sexual nature about an individual’s body or clothing;
   C. Remarks about sexual activity or speculations about previous sexual experience(s);

7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not; or

8. Displaying objects or pictures, which are sexual in nature that would create a hostile or offensive employment or educational environment and serve no educational purpose, related to the subject matter being addressed.
**POLICY:** Health Policy

Infectious disease is a health concern for all health care institutions. Therefore, contracted clinical affiliates require that all students enrolled in the NEP are physical and mentally capable of providing care to their clients. In the first semester of the program students are required to have a JSCC medical form completed and in compliance before they may begin clinical experiences. Failure to do so by the published date will prevent the students from attending clinical and completing the course successfully. Students who are unable to attend clinical or lab activities due to missing medical information will receive “U’s” for the day/validation the required medical information (Physical Examination, Immunizations, and TB testing) are further explained:

- **Physical examination:** A physical exam must be performed yearly by a licensed physician or nurse practitioner must be completed and on file in the nursing office by the date specified. The form must include a physician’s or nurse practitioner’s signature attesting to the student’s ability to meet the Essential Functions required of nursing practice. The Medical Form is provided to students during orientation.

- **Immunizations:** Students participating in clinical shall provide documentation of the immunizations listed on the Medical form.
  - MMR (measles, mumps, and rubella) and Varicella (Chicken pox)
    - **Students must have the MMR and Varicella vaccination or have a positive titer.** There must be documentation meeting CDC standards Childhood immunization records are too old to meet this requirement.
  - Proof of Hepatitis B immunization per CDC protocol
    - This is a series of 3 injections that require a minimum of 6 months to complete.
    - Students must have the first 2 injections prior to the first clinical experience. Students who fail to get the first 2 injections before the first clinical experience will not be allowed to attend clinical and will receive a failing grade for each clinical missed. The CDC (Centers for Disease Control) schedule for the Hepatitis B immunization series is as follows:
      - There must be at least 4 weeks between doses 1 and 2
      - There must be 8-12 weeks between doses 2 and 3
      - There must be 16 weeks between doses 1 and 3
    - If the student has a titer for Hepatitis B with negative results, the revaccination must be done with 3 doses
  - Proof of Tetanus (Tdap – Tetanus, Diphtheria and Pertussis) booster in the last 10 years
  - Proof of Seasonal Influenza Vaccine Annually-recommended by the CDC for health care personnel.

Declination forms are available for students who are allergic to vaccines and must be on file prior to clinical experiences. See Declination Forms (Appendix-E).
- **Tuberculosis testing (PPD):** Documentation of testing for tuberculosis is required. Students are to be initially tested using a two-step Mantoux test. This consists of two skin tests with 1 to 3 weeks between the tests. It is the recommended initial test for individuals who expect to be tested periodically. The TB tine test is not acceptable. If both tests are negative, the individual is considered to be uninfected. Students with a positive reading for the Mantoux test will be required to have a documented chest x-ray. PPD test must be repeated annually.

**Medical Forms:** the JSCC admission medical form as well as the Annual medical form may be found in Appendix D.

**Student illness:** With any illness (physical, emotional, mental) or condition (pregnancy), the nursing program may require that the student request documentation from a physician and/or a counselor certifying the student is able to perform all the duties expected of a student nurse. The student may not be able to continue in the program until such a statement is received.

**Hospitalization:** Following any required hospitalization, the student needs to submit to the nursing faculty a written letter from the relevant physician certifying that the student is able to return to school and to perform all the duties expected of a student nurse. This letter must be received before the student may resume participation in lab or clinical activities.

**Expenses related to injury/illness:** The student is responsible for any expenses incurred while acting in the capacity of a student. For example, if a student has a blood, exposure event (contaminated needle stick); the student will be responsible for all expenses related to treatment. In the event that a student has a blood exposure, the Bloodborne Exposure Policy should be followed and an Incident Form with Physician Statement form completed and sent to the Associate Dean of Nursing (Appendix-D).
POLICY: Management of Student Exposed to Blood and Body Fluids

I. PURPOSE

To specify a procedure to be followed by students of the Jefferson State Community College Nursing Education Program in the event that an exposure to blood or body fluids occurs while participating in clinical training.

II. PROCEDURE

In the event a student is exposed to blood or body fluids via parenteral, mucous membranes, or open skin routes, the following should be implemented:

A. EXPOSURE REPORT

1. If the exposure occurs at a clinical site, the exposure incident procedures of the facility as they apply to students should be followed.
2. The student will seek medical attention through either the employee health service of the clinical facility or the individual’s private physician. Payment of medical bills is the responsibility of the exposed individual.
3. The faculty member responsible for student supervision and the student will submit a written report of the incident within two working days to the chairperson of the division in which the student is enrolled which includes:
   a. Date and time of exposure;
   b. Details of the exposure, including procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid or material involved in exposure, and condition of skin (e.g., intact, chapped, abraded) of student.
   c. Information about exposure source or individual determining infection risk, when policies of facility prohibit direct release of this information.
   d. Information about follow-up.
4. The exposure incident report will be permanently placed by the Campus Chair in the student’s file and a copy of the incident report will be forwarded to the Associate Dean of Nursing for review as soon as possible.
5. A copy of the incident report will be placed in a logbook kept by the Associate Dean of Nursing.
6. The Associate Dean of Nursing will notify the Business Manager of the incident with a copy of the incident report.
B. EXPOSURE MANAGEMENT

It is the responsibility of the student to arrange and finance post-exposure medical follow-up care. However, the student is advised of the following recommendations:

1. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water.

2. OSHA Guidelines direct the clinical facility’s infection control officer to attempt to determine the infectivity status of the source individual.

3. The student’s physician should clinically and serologically evaluate the student member as soon as possible to determine the need for post exposure prophylaxis. The attachment to this policy "Blood and Body Fluid Exposure Management" (HIV-AIDS) Information Center) should be presented to the physician to guide decisions regarding the need for post exposure prophylaxis.

4. The "Evaluating Physicians Statement" should be presented to the physician for completion and returned to the student. This form should be returned to the division chairperson and attached to the incident report.

5. Baseline testing for HIV antibody should be performed. If initial testing is negative, it is suggested that the student be retested at 3 and 6 months post exposure.

6. In the event a student is exposed to blood or body fluid from an individual who is positive for Hepatitis B viral antigen, or if the infectivity status of the source individual cannot be determined, the student should immediately have their Hepatitis B immunity status evaluated by their physician utilizing appropriate serologic testing such as Anti-HBs antibody titer.

7. In the event a student does not have immunity, or has low immunity to the Hepatitis B virus, the student should seek medical treatment at once. Hepatitis B Immune Globulin (HBIG), if recommended by the student’s physician, should be administered within seven (7) days following an exposure. Repeat vaccination may also be recommended.

8. In the event that the student declines to seek medical care, the Campus chairperson shall have the student sign the "Declination to Seek Post-Exposure Medical Follow-up form. This form shall be attached to the incident report and a copy of the form shall be forwarded to the Business Manager.


JEFFERSON STATE COMMUNITY COLLEGE  
NURSING EDUCATION PROGRAM

POLICY: Progression Policy

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

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Progress through all required general education courses in the nursing curriculum, including prerequisites and co-requisites, in a sequence approved by the Nursing Education Program.
3. Progress through all required nursing courses in the nursing curriculum, including prerequisites and co-requisites, in a sequence approved by the NEP. Progression requires at least a 75 average in each nursing course to advance to the next courses in the curriculum.
4. Maintain a grade point average of 2.00 or above (4.00 point scale) on all college credit and on Jefferson State credit.
5. Maintain current nursing student liability insurance and health/hospitalization insurance.
6. Submit completed medical forms by the required date.
7. Maintain a satisfactory level of health, including freedom from chemical dependency and maintain ability to meet essential functions for nursing with or without reasonable accommodations.
8. Be acceptable by clinical agencies for clinical experiences.
9. Maintain current American Heart Association CPR at the health care provider level.
10. Refrain from conduct that violates the College’s Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol Free Campus Policy.
11. Refrain from conduct that violates the Administrative Code of the Alabama Board of Nursing and that which leads to a major breach in safety, confidentiality, legality, or accountability.

*** Students should schedule appointments with assigned nurse faculty advisors to discuss the above requirements as needed.

Non-Progression
The student is considered to be in non-progression if the student:

1. Fails to progress through all required general education and/or nursing courses in the nursing curriculum, including prerequisites and co-requisites, in a sequence approved by the NEP. (Students should not withdraw from required nursing or general education courses without advisement from their assigned nurse faculty advisor, the Program Chair, or the Associate Dean of Nursing, since this will interrupt the student’s progression into the next term of the nursing curriculum. In the event a student withdraws from a nursing course, the withdrawal may be counted as an unsuccessful attempt in that nursing course.)
2. Fails to complete math validation within 3 attempts. The student must remediate math during the semester in which the failure occurred.
3. Fails to attain grades of "C" or above in each of the required general education courses and/or nursing courses in the curriculum.
4. Fails to maintain a grade point average of 2.00 or above (4.00 scale).
5. Fails to submit completed medical form annually by the required date.
6. Fails to maintain a satisfactory level of health, including freedom from chemical dependency, and meet essential functions for nursing with or without reasonable accommodations.
7. Fails to maintain current certification in American Heart Association cardiopulmonary resuscitation at the health care provider level.
8. Fails to comply with all progression requirements in order to graduate.
9. Fails to successfully complete remediation.

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

1. The student has had two unsuccessful attempts in the NEP. An unsuccessful attempt is defined as a withdrawal or nursing course failure.
2. Space unavailability. Space available, is determined by the Nursing Department. STUDENTS IN PROGRESSION HAVE ENROLLMENT PRIORITY.
3. Refusal by clinical agencies to accept the student for clinical experiences.
4. Twelve months have elapsed since student enrollment in a clinical nursing course.
5. The student’s health status poses a health or safety risk to the student or the clients placed in the care of the student.
6. Failure to successfully remediate within one attempt.
7. Failure to demonstrate acceptable skills proficiency.

Criteria for Reinstatement
In order to be reinstated in the program following non-progression, the student must:

1. Remedy all conditions that produced the non-progression status.
2. Demonstrate a grade point average of 2.0 or above (4.00 point scale) on all college credit and on Jefferson State credit 2.0 GPA, and with an average of at least 75 in nursing program required courses.
3. Student has had no more than one non-progression since program admission, including remediation.
4. Successfully complete remediation (see Remediation Policy).
5. Successfully complete math remediation, if necessary.
6. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
7. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
8. Demonstrate current CPR through the American Heart Association at the health care provider level.
9. The student has been enrolled in nursing courses within the last twelve months.

**Process for Reinstatement**

Students who experience non-progression in the nursing program and who desire reinstatement in the program must comply with the following procedure:

1. Students should first schedule an appointment with a nursing faculty advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement through the Nursing Program’s Admission and Progression Committee prior to the beginning of final exams. The student should send a reinstatement request and include statements explaining reasons for the non-progression status, any actions taken to comply with requirements, and any special requests regarding remaining curricular sequence.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.
5. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
6. If readmission approval is given, the student must submit the following to the Nursing Office by the designated date:
   a. Official transcripts from other colleges or universities attended while out of progression;
   b. Proof of current nursing student liability insurance, must be purchased upon reinstatement of progression.
   c. Updated medical forms, if requested;
   d. Proof of current AHA certification in cardiopulmonary resuscitation at the health care provider level;
   e. Documentation of successful remediation from the Remediation Coordinator;
   f. Other documents or forms as required by the Nursing Education Program.

*** Any changes in the nursing curriculum or program policies and procedures will be applicable to any student upon reinstatement

**Readmission**

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, the following criteria must be met:

1. All nursing program courses (NUR prefix) must be retaken.
2. The student must apply to the program as a new student and meet all admission criteria by the published deadline.
3. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
4. Has not been dismissed from the NEP or college for conduct that violated the College’s Academic Honesty Code, the Code of Student Conduct, or the Drug and Alcohol Free Campus Policy.
5. Has not been dismissed from the NEP for conduct that violates the Administrative Code of the Alabama Board of Nursing and that which leads to a major breach in safety, confidentiality, legality, or accountability.
Transfer
The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. In order to transfer between ACCS institutions, students must meet the following criteria:

1. Must meet minimum admission and progression requirements of the institution and the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Students who fail or withdraw from a course at another institution will be required to pass remediation activities associated with prerequisite and co-requisite courses.
4. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
5. Must comply with all program policy requirements at accepting institution.
6. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. The number of faculty and clinical facilities available limits acceptance of transfer students into nursing programs. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transfer is based on GPA in nursing program required courses.

Transient Students
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. In order to meet the criteria for transient status, students must meet the following criteria:

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

The NEP has implemented the following remediation policy for out of progression students that will assist them to maximize their potential for success upon readmission to the Nursing Program:

First Semester Students: Students who fail a fundamental course in the first semester are not eligible for the remediation course and must reapply to the program and meet all admission criteria. Fundamental students who are readmitted will not be required to retake courses for which they achieved a passing grade unless the course is older than one year. Students who are unsuccessful in first semester are strongly encouraged to repeat all courses so that there are no attempts against the student. Students must understand that failure in a fundamental course will count as an attempt if all first semester courses are not repeated.

Second Semester and Beyond: Students whose progression through the nursing program is interrupted beyond the first semester and who desire to be readmitted must remedy all conditions that produced the out of progression status. Additionally, students must:

1. Complete the required form for readmission to the College if not currently enrolled.
2. Prior to the beginning of final exams in the term for which reapplying, the student must submit a letter to the Admission and Progression Committee requesting admission to the remediation course.
3. The cost of the remediation course will be $100. Students must pay prior to beginning remediation processes.
4. Students admitted to the remediation course will work closely with the Nursing Remediation Coordinator to remediate foundational knowledge and skills.
5. Remediation will begin in the fundamental courses and students will be required to successfully complete weekly assignments for grades and participate on discussion boards, and pass required written exams with 75% or higher. Successful completion of course remediation activities and exams allows the student to progress to the next course level.
6. Students who fail to complete remediation activities with 75% or higher will not be eligible to apply for reinstatement to the NEP. Failure to pass remediation will count as a second attempt and the student must reapply for admission to the NEP.

Remediation Instructions

Students must request to enter the Remediation course by submitting an Admission and Progression Committee request form prior to the committee meeting at the end of the semester (Appendix-D). The committee will respond to the student’s request in writing prior to the beginning of the next semester. Students approved for Remediation may enroll by walking into the Center for Community and Corporate Education, GWH, Jefferson Campus, Room 202. The phone number is 205-856-7710, FAX is 205-856-7782; and HSB 432; phone number 983-5277 and email is workforcedev@jeffstateonline.com. The cost of the course is $100 and students must bring receipt of payment to Dr. Shawn Wilson, Remediation Coordinator, to the first class.
meeting. Students must contact Dr. Wilson at 205-856-8577 or email mswilson@jeffstateonline.com to confirm admission to the Remediation course.
American Nurses Association Code of Ethics for Nurses

“A code of ethics stands as a central and necessary mark of a profession. It functions as a general guide for the profession’s members and as a social contract with the public that it serves” (Guide to the code of ethics for nurses, ANA, 2008. p. xi). The ANA Code is as follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

610-X-6-.03 Conduct and Accountability. The registered nurse and licensed practical nurse shall:
(1) Have knowledge and understanding of the laws and rules regulating nursing.
(2) Function within the legal scope of nursing practice.
(3) Obtain instruction and supervision as necessary when implementing new or unfamiliar nursing techniques or practices.
(4) Be responsible and accountable for the quality of nursing care delivered to patients based on and limited to scope of education, demonstrated competence, and nursing experience.
(5) Be responsible for monitoring and evaluating the quality of patient care delivered by personnel under the individual nurse’s supervision.
(6) Be accountable and responsible for the delegation of selected nursing activities in selected situations to unlicensed individuals.
(7) Accept individual responsibility and accountability for judgments, actions and nursing competency, remaining current with technology and practicing consistent with facility policies and procedures.
(8) Accept individual responsibility and accountability for recognition and appropriate nursing action following a change in the patient’s mental or physical status.
(9) Practice in compliance with current CDC standards of standard precautions and infection control, including aseptic technique.
(10) Practice without discrimination on the basis of age, race, religion, gender, national origin, sexual orientation, patient diagnosis or disability.
(11) Respect the dignity and rights of patients and their significant others including, but not limited to:
(a) Privacy.
(b) Safety.
(c) Protection of confidential information, unless disclosure is required by law.
(d) Freedom from exploitation of physical, mental, sexual, or financial boundaries.
(e) Protection of real and personal property.
(f) Behavior that is therapeutic and places the patient’s interests before the nurse’s interest.
(12) Collaborate with other members of the health care team.
(13) Accept individual accountability and responsibility to avoid personal disruptive behaviors that negatively impact patient care.
(14) Accept individual responsibility and accountability for timely reporting of illegal, substandard, unethical, unsafe, or incompetent nursing practice directly to the Board of Nursing.
(15) Accept individual responsibility and accountability for accurate, complete and legible documentation related to:
(a) Patient care records.
(b) Health care employment.
(c) Licensure and other credentials.
(d) Continuing education records.
(16) Accept individual responsibility and accountability for the assignment of tasks to others.
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(17) Accept individual responsibility and accountability for proper delegation of nursing care activities to other health care workers.

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

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

610-X-6-.04 Practice of Professional Nursing (Registered Nurse Practice)
(1) The practice of professional nursing includes, but is not limited to:
(a) Care and counseling of patients.
(b) Provision of care supportive to or restorative of life and well-being.
(c) Exercise of appropriate nursing judgment.
(d) Promotion of health and prevention of illness and injury.
(e) Conducting and documenting comprehensive assessments and evaluations of patients and focused nursing assessments
(f) Documentation of nursing interventions and responses to care in an accurate, timely, thorough and clear manner.
(g) Executing medical regimens including administering medications and treatments prescribed by a licensed or otherwise legally authorized prescriber.
(2) Competence in the practice of nursing by a registered nurse shall include, but is not limited to:
(a) Knowledge and compliance with:
   (i) Applicable statutes and regulations.
   (ii) Standards of nursing practice.
   (iii) Standardized procedures for nursing practice, including but not limited to facility policies and procedures.
(b) Maintenance of knowledge and skills in the area of practice.
(c) Assumption of responsibility for recognizing personal limits of knowledge and experience.
(d) Consulting with or referring patients to other healthcare providers to resolve situations beyond the expertise of the registered nurse.
(3) The scope of an individual registered nurse’s level of practice includes but is not limited to:
(a) Educational preparation, initial and continued.
(b) License status, including Board approval for advanced practice nursing as detailed in Chapters 610-X-5 and 610-X-9 of these rules.
(c) State and federal statutes, and regulations.
(d) State and national standards appropriate to the type of practice.
(e) Nursing experience.
(f) Limitations on scope as determined by facility policy and procedure.
(g) Demonstrated competence.
(h) Knowledge, skills, and ability to manage risks and potential complications.
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(4) Practice as an advanced practice nurse requires educational preparation, appropriate certification, and approval to practice as outlined in Chapters 610-X-5 and 610-X-9 of these rules. Requests for approval of procedures for certified registered nurse practitioners and certified nurse midwives shall comply with the requirements of the Joint Committee for Advanced Practice Nursing.

Author: Alabama Board of Nursing.

610-X-6-05 Practice of Practical Nursing (Licensed Practical Nurse Practice)
(1) The practice of practical nursing includes, but is not limited to:
   (a) Acts designed to promote and maintain health.
   (b) Prevention of illness and injury.
   (c) Exercise of appropriate nursing judgment.
   (d) Conducting and documenting focused nursing assessments of the health status of patients.
   (e) Conducting and documenting data elements of the comprehensive assessment.
   (f) Administering medications and treatments when ordered by a legally authorized prescriber.
   (g) Provision of care under the direction of a registered nurse, physician, or dentist who considers the following elements:
      (i) Evaluation of knowledge, skills and experience of the licensed practical nurse.
      (ii) Complexity of the assigned tasks.
      (iii) Health status of patient.
      (h) Documentation of nursing interventions and responses to care in an accurate, timely, thorough and clear manner.
   (2) Competence in the practice of practical nursing by a licensed practical nurse shall include, but is not limited to:
      (a) Knowledge and compliance with:
         (i) Applicable statutes and regulations.
         (ii) Standards for nursing practice.
         (iii) Standardized procedures for nursing practice including but not limited to facilities policies and procedures.
      (b) Maintenance of knowledge and skills in the area of practice.
      (c) Assumption of responsibility for recognizing limits of personal knowledge and experience.
      (d) Consulting with or referring patients to other healthcare providers to resolve situations beyond the expertise of the licensed practical nurse.
   (3) The scope of an individual licensed practical nurse’s level of practice includes, but is not limited to:
      (a) Educational preparation, initial and continued.
      (b) License status.
      (c) State and federal statutes, and regulations.
      (d) State and national standards appropriate to the type of practice.
      (e) Limitations on scope as determined by facility policy and procedure.
      (f) Nursing experience.
      (g) Demonstrated competence.
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(h) Knowledge, skills, and ability to manage risks and potential complications.

Author: Alabama Board of Nursing.

610-X-6-06 Documentation Standards
(1) The standards for documentation of nursing care provided to patients by registered nurses and licensed practical nurses are based on principles of documentation regardless of the documentation format.
(2) Documentation of nursing care shall be:
(a) Legible.
(b) Accurate.
(c) Complete. Complete documentation includes reporting and documenting on appropriate records a patient's status, including signs and symptoms, responses, treatments, medications, other nursing care rendered, communication of pertinent information to other health team members, and unusual occurrences involving the patient. A signature of the writer, whether electronic or written, is required in order for the documentation to be considered complete.
(d) Timely.
(i) Charted at the time or after the care, including medications is provided. Charting prior to care being provided, including medications, violates principles of documentation.
(ii) Documentation of patient care that is not in the sequence of the time the care was provided shall be recorded as a “late entry” including a date and time the late entry was made as well as the date and time the care was provided.
(e) A mistaken entry in the record by a licensed nurse shall be corrected by a method that does not obliterate, white-out, or destroy the entry.
(f) Corrections to a record by a licensed nurse shall have the name or initials of the individual making the correction.

Author: Alabama Board of Nursing

610-X-6-07 Medication Administration and Safety
(1) The registered nurse or licensed practical nurse shall have applied knowledge of medication administration and safety, including but not limited to
(a) Drug action.
(b) Classifications.
(c) Expected therapeutic benefit of medication.
(d) Expected monitoring.
(e) Indications based on existing patient illness or injury processes.
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(f) Contraindications based on presence of additional known patient illnesses, disease processes or pre-existing conditions.
(g) Possible side effects and interventions for same.
(h) Adverse reactions and interventions for same.
(i) Emergency interventions for anaphylactic reactions.
(j) Safety precautions including but not limited to:
   (i) Right patient.
   (ii) Right medication.
   (iii) Right time.
   (iv) Right dose
   (v) Right route.
   (vi) Right reason.
   (vii) Right documentation.
(k) Interactions with other drugs, foods or complementary therapies.
(l) Calculation of drug dosages.
(m) Federal and state legal requirements related to storage of controlled substances.
(n) Patient education specific to medication.
(2) The registered nurse or licensed practical nurse shall exercise decision-making skills when administering medications, to include but not limited to:
   (a) If medications should be administered.
   (b) Assessment of patient’s health status and complaint prior to and after administering medications including as needed (PRN) medications.
   (c) When to contact the prescriber.
   (d) Education of patient, family and caregiver medication.
(3) The registered nurse or licensed practical nurse shall exhibit skills when administering medications including but not limited to:
   (a) Physical ability to open medication packaging and access delivery systems.
   (b) Read, write, and comprehend English.
   (c) Read, write, and comprehend scientific phrases relevant to administration of medication.
   (d) Measuring medication dosages.
   (e) Math calculations.
   (f) Routes of administration.
   (g) Proper usage of technical equipment for medication administration.
(4) Documentation of medication administration shall comply with the principles of documentation and include safety precautions of medication administration, controlled drug records per federal and state law, and facility policy.
(5) Administration of medications by routes beyond basic educational preparation, including but not limited to intrathecal, intracavitary, and intraosseous, require a standardized procedure.
(6) The registered nurse may not administer the initial dose of any medication by intrathecal, epidural, intrapleural or peripheral nerve catheter.
(7) The registered nurse is not authorized to administer bolus dosages via an epidural or brachial plexus catheter.
(8) The topical, intradermal, subcutaneous, or intramuscular administration of a local anesthetic agent in a specified amount designated by order of a licensed physician or dentist and in compliance with the Food and Drug Administration regulations may be performed by a registered nurse or licensed practical nurse when they meet the requirements of Rule 610-X-6-.04 or 610-X-6-.05 respectively.
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(9) The monitoring and adjustment of local anesthetic agent(s) and analgesic agent(s) infusing via an epidural, brachial plexus, or femoral catheter placed by a qualified certified registered nurse anesthetist or qualified licensed physician may be performed by a registered nurse, with the use of an electronic pump or infusion reservoir, as ordered by a licensed prescriber.
(a) The registered nurse is authorized to replace and refill reservoirs with a solution prepared by a licensed registered pharmacist. The registered nurse is authorized to adjust infusion rates at the direction of a physician licensed to practice medicine or a certified registered nurse anesthetist.
(b) A standardized procedure is required for monitoring and adjustment of epidural, brachial plexus, and femoral catheter infusions of local anesthetics and analgesics.
(c) The organized program of study shall include:
   (i) Advanced cardiac life support or other comparable certification.
   (ii) Review of pertinent anatomy, physiology, and pathophysiology.
   (iii) Electronic pump/reservoir management.
   (iv) Theory of epidural analgesia.
   (v) Neurological assessment.
   (vi) Recognition and management of complications.
   (vii) Pharmacokinetics and pharmacodynamics.
   (viii) Annual review and competency evaluation.

(10) Intravenous chemotherapeutic agents may be administered by registered nurses following participation in:
(a) An organized program of study.
(b) Supervised clinical practice.
(c) Demonstrated clinical competence.
(d) Annual evaluation of competence.

Author: Alabama Board of Nursing
Statutory Authority: Code of Alabama, 1975, § 34-21-2(c) (21).
Effective: December 28, 2009.

610-X-6-.08 Standards For Moderate Sedation
(1) After a patient assessment and verification of physician’s presence in the procedural area, the registered nurse may administer ordered medications for the purpose of moderate sedation that allows the patient to be aroused and to retain reflexes for short-term therapeutic or diagnostic procedures pursuant to facility policies and procedures.
(2) The minimum requirements for a registered nurse to perform moderate sedation and associated monitoring includes successful completion of an organized program of study, supervised clinical practice and demonstrated clinical competence.
(3) The minimum training for the registered nurse managing the care of patients receiving moderate sedation shall include:
(a) Anatomy, physiology, pharmacology, cardiac arrhythmia recognition and complications related to sedation and medications.
(b) Total patient care requirements to be assessed during moderate sedation and recovery including physiologic measurements including but not limited to,
   (i) Respiratory rate.
   (ii) Oxygen saturation.
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(iii) Blood pressure.
(iv) Cardiac rate and rhythm.
(v) Level of consciousness.
(c) Principles of oxygen delivery, respiratory physiology, transport, uptake, and demonstration the ability to use oxygen delivery devices.
(d) Anticipation and recognition of potential complications of sedation in relation to the type of medication being administered.
(e) Requisite knowledge and skills to assess and intervene in the event of complications or undesired outcomes and to institute nursing interventions in compliance with orders or institutional protocols or guidelines.
(f) Demonstration of skill in airway management resuscitation.
(4) The registered nurse managing and monitoring the patient receiving moderate sedation shall have no other responsibilities during the procedure that would leave the patient unattended or compromise continuous monitoring.
(5) The registered nurse shall ensure safety considerations including but not limited to continuous monitoring of:
(a) Blood pressure
(b) Cardiac rate and rhythm
(c) Continuous intravenous access
(d) Level of consciousness
(e) Oxygen saturation
(f) Respiratory rate
(6) The registered nurse shall have advanced cardiac life support (ACLS) or comparable certification.
(7) The registered nurse may not administer medications for moderate sedation if the following are not available:
(a) Physical presence of a physician or dentist and assistive personnel.
(b) Immediate availability of monitors, defibrillator, airway devices including suction, and emergency medications.

Author: Alabama Board of Nursing
History: Filed November 23, 2009.
Effective December 28, 2009.

610-X-6-.09 Assessment Standards
(1) Patient assessment shall be provided in accordance with the definitions of professional nursing and practical nursing as defined in the Alabama Nurse Practice Act, Section 34-21-1.
(2) The registered nurse shall conduct and document comprehensive and focused nursing assessments of the health status of patients by:
(a) Collecting objective and subjective data from observations, physical examinations, interviews and written records in an accurate and timely manner as appropriate to the patient’s health care needs.
(b) Analysis and reporting of data collected.
(c) Developing plan of care based upon the patient assessment.
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(d) Modifying the plan of care based upon the evaluation of patient responses to the plan of care, including:
(i) Anticipating and recognizing changes or potential changes in patient status.
(ii) Identifying signs and symptoms of deviation from current health status.
(iii) Implementing changes in interventions.

(3) The licensed practical nurse shall conduct and document focused nursing assessments of the health status of patients by:
(a) Collecting objective and subjective data from observations, nursing examinations, interviews and written records in an accurate and timely manner as appropriate to the patient’s health care needs.
(b) Distinguishing abnormal from normal data.
(c) Recording, and reporting the data.
(d) Anticipating and recognizing changes or potential changes in patient status; identifying signs and symptoms of deviation from current health status.
(e) Reporting findings of the focused nursing assessment to the registered nurse, licensed physician, advanced practice nurse, or dentist.
(f) Implementing the plan of care.

Author: Alabama Board of Nursing
History: Filed November 23, 2009.
Effective December 28, 2009.

610-X-6.10 Patient Care Orders
(1) The registered nurse and licensed practical nurse may receive medical orders from the legally authorized prescriber relayed by another licensed or registered health care professional and registered or certified medical assistant.
(2) The registered nurse and licensed practical nurse may implement verifiable standing orders at the direction of a legally authorized prescriber.

Author: Alabama Board of Nursing
Statutory Authority: Code of Alabama, 1975, §§ 34-21-1 (3), 34-21-2(c) (21)
Effective December 28, 2009.

610-X-6.11 Assignment, Delegation and Supervision
(1) The registered nurse shall be accountable and responsible for the assignment of nursing activities and tasks to other health care workers based on but not limited to:
(a) Knowledge, skills and experience.
(b) Complexity of assigned tasks.
(c) Health status of the patient.
(2) Assignments may not exceed the scope of an individual registered nurse or licensed practical nurse’s scope of practice including, but not limited to:
(a) Educational preparation, initial and continued.
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(b) License status.
(c) State and federal statutes, and regulations.
(d) State and national standards appropriate to the type of practice.
(e) Nursing experience.
(f) Demonstrated competence.
(g) Consideration for patient safety.
(h) Knowledge, skills, and ability to manage risks and potential complications.
(3) The registered nurse or licensed practical nurse shall delegate only after considering various factors including but not limited to:
(a) Knowledge, skills and experience of the person receiving the delegation.
(b) Complexity of the delegated tasks.
(c) Health status of the patient.
(4) Tasks delegated to unlicensed assistive personnel may not include tasks that require: (a) The exercise of independent nursing judgment or intervention.
(b) Invasive or sterile procedures.
   (i) Finger sticks are not an invasive or sterile procedure within the meaning of these rules.
   (ii) Peripheral venous phlebotomy for laboratory analysis is not an invasive or sterile procedure within the meaning of these rules.
(c) The assistance with medications except as provided in Chapter 610-X-7.
(5) Supervision shall be provided to individuals to whom nursing functions or responsibilities are delegated or assigned.
(6) The practice of licensed practical nursing shall be directed by a registered nurse or physician or dentist.
(7) A licensed practical nurse or unlicensed individual may not supervise, direct, or evaluate the nursing care provided by the registered nurse.

Author: Alabama Board of Nursing
History: Filed November 23, 2009.
Effective December 28, 2009.

610-X-6.12 Practice Beyond Basic Nursing Education –Standardized Procedures
(1) For practice beyond basic education that has not been previously approved by the Board, a standardized procedure is required for the registered nurse or licensed practical nurse in any practice setting.
(a) Approval is not required for an acute care hospital prior to implementation except for standardized procedures related to rapid sequence intubation (RSI), and IV push medications by LPNs.
(b) Practice beyond basic education in home health, hospice, physician offices, and other locations outside a licensed hospital requires approval by the Board prior to implementation.
(2) A complete Standardized Procedure Application shall be submitted to the Board for practice beyond basic education preparation required in rule; practice not previously approved by the Board, and shall include:
(a) Approval from the submitting facility as evidenced by signatures on the application form of:
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(i) The chief nursing officer with an unencumbered Alabama RN license.
(ii) The chief medical officer with an Alabama license.
(iii) The chief executive officer for the Alabama organization.
(b) The policy and procedure.
(c) The organized program of study by a qualified instructor with the method of evaluation of learning specified.
(d) The plan for supervised clinical practice.
(e) The plan for demonstration of competence, initially and at periodic intervals during which the nurse demonstrates the knowledge, skills and ability to perform the procedure safely and to manage any complications.
(3) Any registered nurse or licensed practical nurse providing patient care in a licensed hospital shall comply with the standardized procedure(s) of that licensed hospital.
(4) Board action on a proposed standardized procedure may include, but is not limited to:
(a) Approval.
(b) Approval as a pilot project for a period not to exceed twelve months with reports to the Board at intervals specified by the Board.
(c) Denial of the request.
(5) The Board may decline to consider a proposed standardized procedure if the subject of the proposed standardized procedure is the same or similar to the proposed standardized procedure presented in another request that has been considered by the Board within the previous twelve months.
(6) The chief nursing officer shall submit an annual report to the Board in a format specified by the Board.

Author: Alabama Board of Nursing.

610-X-6-.13 Standards for Wound Assessment and Care
(1) It is within the scope of a registered nurse or licensed practical nurse practice to perform wound assessments including, but not limited to, staging of a wound and making determinations as to whether wounds are present on admission to a healthcare facility pursuant to an approved standardized procedure, outlined in Rule 610-X-6-.12, Standardized Procedures, including supervised clinical practice and demonstrated clinical competence, initially and at periodic intervals.
(2) The minimum training for the registered nurse or licensed practical nurse that performs selected tasks associated with wound assessment and care shall include:
(a) Anatomy, physiology and pathophysiology.
(b) Fluid and electrolyte balance.
(c) Equipment and procedures used in wound assessment and care.
(d) Chronic wound differentiation.
(e) Risk identification.
(f) Measurement of wound.
(g) Stage of wound.
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(h) Condition of the wound bed including:
   (i) Tissues.
   (ii) Exudate.
   (iii) Edges.
   (iv) Infection.
(i) Skin surrounding the wound.
(j) Pain.
(k) Complications, prevention, and nursing intervention.
(l) Identification of any contributing factors including but not limited to:
   (i) Perfusion/oxygenation
   (ii) Nutritional status
   (iii) Infection
   (iv) Medications
   (v) Diabetes

(m) Photographing wounds.
(3) The registered nurse and licensed practical nurse may provide wound care beyond their basic education in accordance with an order from an authorized prescriber and after successful completion of an organized program of study, supervised clinical practice and demonstrated clinical competence, initially and at periodic intervals.
(4) The minimum training for the registered nurse and licensed practical nurse performing selected tasks associated with wound care shall include:
   (a) Dressing changes including authorized prescriber ordered medication or topical treatment or topical dressing including
      (i) Chemical debridement.
      (ii) Enzymatic debridement.
      (iii) Autolytic debridement.
      (iv) Application and maintenance of wound vac therapy.
   (b) Systemic support including but not limited to
      (i) Adequate diet.
      (ii) Hydration.
      (iii) Turning and repositioning.
      (iv) Reducing shear and friction with movement.
      (v) Incontinence care.

(5) Sharp debridement is reserved for registered nurses with national certification that included didactic instruction, supervised clinical practice and demonstration of competency, initially and at periodic intervals.

Author: Alabama Board of Nursing.
History: Filed November 23, 2009.
Effective December 28, 2009.

610-X-6-.14 Intravenous (IV) Therapy by Licensed Practical Nurses.
(1) A licensed hospital may develop a standardized procedure, as defined in Rule 610-X-6-.12, for intravenous (IV) therapy by a licensed practical nurse.
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(2) The minimum requirements for a licensed practical nurse to perform IV therapy includes successful completion of an organized program of study, supervised clinical practice, and demonstrated clinical competence, initially and at periodic intervals according to the requirements of Rule 610-X-6-.12.

(3) The minimum training for the licensed practical nurse that performs selected tasks associated with IV therapy shall include:
   (a) Anatomy and physiology.
   (b) Fluid and electrolyte balance.
   (c) Equipment and procedures utilized in intravenous therapy
   (d) Complications, prevention, and nursing intervention.
   (e) Introducing a peripheral intravenous device on an adult patient.
   (f) Set-up, replacement, and removal of intravenous tubing for gravity flow and/or pump infusion.
   (g) Intravenous fluid infusion calculations, and adjustment of flow rates on intravenous fluids, and administration of intravenous medications by piggyback.
   (h) Procedures for reconstituting and administering intravenous medications via piggyback including but not limited to pharmacology, compatibilities and flow rates.

(4) Medications may be administered by licensed practical nurses through a peripheral intravenous catheter by intravenous push provided the following criteria are met:
   (a) A complete standardized procedure application is submitted and approved by the Board prior to implementation.
   (b) The medication(s) does not require the substantial skill, judgment, and knowledge of a registered nurse.
   (c) Documented one year of experience with IV therapy,
   (d) On site supervision by a registered nurse at any time IV push medication therapy is performed by a licensed practical nurse.
      (i) The registered nurse is required to be physically present and immediately available in the facility.
      (ii) Heparin (10 units: 1 ml) flush or saline flush via a peripheral IV line is not a medication within the meaning of these rules.
   (e) Medications that may be administered by peripheral IV push by a licensed practical nurse if identified in the licensed hospital’s standardized procedure include, but are not limited to the following:
      (i) H2 blockers.
      (ii) Analgesics.
      (iii) Antiemetics.
      (iv) Antibiotics.
      (v) Fifty percent (50%) dextrose in an emergency situation.

(5) The minimum training for the licensed practical nurse that performs selected tasks associated with IV push therapy shall include:
   (a) Pharmacology of specific drugs and reversal agents, if applicable, including but not limited to:
      (i) Classification.
      (ii) Indications.
      (iii) Usual IV dosage.
      (iv) Dilution.
      (v) Contraindications and precautions.
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(vi) Side effects.
(vii) Antidote, if applicable.
(viii) Nursing considerations and implications.

(b) Procedure for reconstituting medications including compatibilities.

(c) Technique of medication administration by IV push.

(6) Tasks that shall not be performed by a licensed practical nurse include:

(a) Initiation of intravenous therapy in a neonate.

(b) Administration of:

(i) Solutions requiring titration. Solutions, such as heparin drips, that require changes based on lab results subject to written orders or protocol, are not solutions requiring titration for purposes of these rules.

(ii) Blood or blood components.

(iii) Plasma volume expanders.

(iv) Fibrinolytic or thrombolytic agents.

(v) GP-II-B-III-A inhibitors, also known as platelet-aggregate inhibitors.

(vi) Hyperalimentation administered by routes other than peripheral intravenous catheter.

(vii) IV medications for the purposes of moderate sedation or anesthesia.

(viii) IV medications via push or bolus through a central line including a peripherally inserted central catheter (PICC).

(ix) IV pushes insulin or chemotherapeutic agents. This does not preclude hanging a pre-mixed bag of fluids containing additives except for insulin and chemotherapeutic agents.

(x) Any other drugs deemed to be inappropriate by the licensed hospital standardized procedure.

(c) Accessing or programming an implanted IV infusion pump.

(d) Performance of the repair of a central venous route access device.

(e) Performance of therapeutic phlebotomy.

(f) Direct access of a central venous route access device including but not limited to:

(i) Implanted ports for intravenous therapy.

(ii) Lines used for hemodynamic monitoring.

(iii) Central venous catheters and devices including Groshong catheters, Hickman catheters and peripherally inserted central catheters (PICC). These rules do not prohibit licensed practical nurses from administering medications via piggyback or in secondary solutions via central lines.

Author: Alabama Board of Nursing
Statutory Authority: Code of Alabama, 1975, § 34-21-2(c) (21)

610-X-6-.15 Telecommunication for Pronouncement of Patient Death.

(1) The registered nurse or licensed practical nurse may receive a pronouncement of a patient’s death from a physician via telecommunication without a physical examination of the patient by that physician.
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(2) A facility policy shall specify the permissible patient conditions for which the registered nurse or licensed practical nurse in a specific health care facility or agency may receive the pronouncement of a patient’s death by telecommunications.

Author: Alabama Board of Nursing
Statutory Authority: Code of Alabama, 1975, §§ 22-31-2, 34-21-2(c) (21)
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Alabama Board of Nursing
Chapter 610-X-8

610-X-8-.02 Grounds for Denial of Initial Licensure

The following may be grounds for denial of an application for initial licensure and/or temporary permit by examination or endorsement:
(1) Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
(2) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.
(3) A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.
(4) Having disciplinary action pending or having a license denied, conditionally issued, reprimanded, placed on probation, suspended, revoked, or voluntarily surrendered in another state, territory or country.
(5) Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in this state under Rule 610-X-8-.03.
(6) Failure to produce evidence of good moral character.
   (a) The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing.
   (b) In determining whether the applicant has engaged in conduct that is inconsistent with good moral character, the Board may consider the applicant’s criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant’s fitness for practice as a licensed nurse.
(7) Any other reasons authorized by law.

Author: Alabama Board of Nursing

610-X-8-.03 Grounds for Discipline of a License or Denial of Renewal or Reinstatement

The Board may reprimand, fine, probate, suspend, revoke and/or otherwise discipline any registered nurse or licensed practical nurse upon proof that the person:
(1) Is guilty of fraud or deceit in procuring or attempting to procure a license by:
   (a) Filing false forged or altered documents or credentials, including required continuing education documentation.
   (b) Misrepresenting or falsifying facts in applying for original licensure, renewal, reactivation, or reinstatement of a license.
   (c) Having another person appear for a licensing or certification examination.
(2) Has been convicted of a felony.
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(3) Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession.
(a) For purposes of this rule a person is guilty of a crime if the person:
   (i) Has been convicted of the crime.
   (ii) Regardless of court disposition, has entered a plea of guilty, no contest, nolo contendere, not guilty by reason of insanity, or other similar plea, or has stipulated that a prima facie case exists that would support conviction.
(b) For purposes of this rule, a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession is any crime, whether felony or misdemeanor, that involves:
   (i) Drugs.
   (ii) Theft.
   (iii) Lewdness.
   (iv) Any sexual offense.
   (v) Abuse.
   (vi) Violence.
   (vii) Fraud.
   (viii) Any other conduct detrimental to the public’s health, safety or welfare.

(4) Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the registered nurse or licensed practical nurse unsafe or unreliable as demonstrated by one or more of the following:
(a) Testing positive for alcohol and/or unauthorized mood-altering drugs.
(b) Misappropriation or diversion of drugs from the workplace.
(c) Obtaining or attempting to obtain an unauthorized prescription by fraudulent means for self-use.
(d) A pattern of abuse or misuse of habit forming and/or mood-altering drugs or alcohol.
(e) Impairment while on duty due to alcohol or the use of illegal, unauthorized, or duly authorized mood-altering drugs.
(f) Refusal to submit to drug screen for cause.
(g) Submission of a diluted, adulterated, or substituted specimen for drug testing.
(h) The use of alcohol or habit forming or mood altering drugs to such an extent that medical or psychiatric treatment, rehabilitation, or counseling is sought by the licensed nurse or is recommended by a legally authorized prescriber.

(5) Is unable to safely practice nursing with reasonable skill and safety to patients by reason of illness, inebriation, excessive use of drugs, narcotics, alcohol, chemicals, or any other substance, or as a result of any mental or physical condition, as demonstrated by one or more of the following:
(a) Testing positive for alcohol and/or unauthorized mood-altering drugs.
(b) Misappropriation or diversion of drugs from the workplace.
(c) Obtaining or attempting to obtain an unauthorized prescription by fraudulent means for self-use.
(d) A pattern of abuse or misuse of habit forming and/or mood-altering drugs or alcohol.
(e) Impairment while on duty due to alcohol or the use of illegal, unauthorized, or duly authorized mood-altering drugs.
(f) Refusal to submit to drug screen for cause.
(g) Submission of a diluted, adulterated, or substituted specimen for drug testing.
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(h) The use of alcohol or habit forming or mood altering drugs to such an extent that medical or psychiatric treatment, rehabilitation, or counseling is sought by the licensed nurse or is recommended by a legally authorized prescriber.

(i) Any conduct described in Alabama Board of Nursing Administrative Code Section 610-X-8-03(4) above.

(j) More than one alcohol or drug-related arrest within a five-year period.

(k) A mental or physical condition which renders the licensed nurse unable to safely practice nursing with reasonable skill and safety as demonstrated by one or more of the following:
   (i) Conduct that poses a serious risk of harm to the licensed nurse or any other person.
   (ii) Cognitive deficits that render a licensed nurse unable to exercise appropriate nursing judgment.
   (iii) Impairment of functional capacity.
   (iv) Inappropriate or disruptive behavior in the workplace.
   (v) A judicial finding of incompetence.

(6) Has been convicted of any violation of a federal or state law relating to controlled substances, including misdemeanor and felony offenses.

(7) Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health, as demonstrated by one or more of the following:

(a) Failure to practice nursing in accordance with the standards adopted by the Board in Alabama Board of Nursing Administrative Code Chapters 610-X-5, 610-X-6, 610-X-7, or 610-X-9.

(b) Practice beyond the scope of the individual licensed nurse’s practice, as determined by, but not limited to:
   (i) Educational preparation.
   (ii) License status.
   (iii) Advanced practice approval.
   (iv) Collaborative practice agreements.
   (v) State and federal statutes and regulations.
   (vi) State and national standards appropriate to the type of practice.
   (vii) Nursing experience.
   (viii) Standardized procedures.
   (ix) Knowledge, skills and ability to manage risks and potential complications.
   (x) Required instruction and supervision.

(c) Failure to perform an assessment or evaluation of a patient’s status.

(d) Failure to implement the plan of care or institute interventions that might be required to stabilize a patient’s condition or to prevent complications.

(e) Failure to:
   (i) Use appropriate nursing judgment.
   (ii) Administer medications and treatments in a responsible manner.
   (iii) Demonstrate competence in administering or carrying out patient care.

(f) Falsifying, altering, destroying, or attempting to destroy patient, employer or employee records.

(g) Abandoning or neglecting patients.

(h) Failure to respect or safeguard the patient’s dignity, right to privacy, and confidential health information unless law requires disclosure.

(i) Failure to maintain professional boundaries.

(j) Intentionally or negligently causing or permitting one or more of the following to a patient:
   (i) Physical abuse.
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(ii) Sexual abuse.
(iii) Emotional abuse.
(iv) Verbal abuse.
(v) Willful harassment or intimidation.
(v) Financial exploitation.

(k) Permitting a dual relationship with a patient to disrupt, delay, or inappropriately influence the nursing care provided to that patient or any other patient.
(l) Exhibiting inappropriate or unprofessional conduct or behavior in the workplace.
(m) Engaging in fraud, deceit, or misrepresentation in seeking employment, practicing, seeking to practice, or advertising by:
   (i) Falsification, alteration, or forgery of a temporary permit, identification card, license, advanced practice approval, or credentials.
   (ii) Falsification or misrepresentation of credentials, licensure status, advanced practice approval, collaborative practice status, or educational background.
   (iii) Forgery of educational documents.
   (iv) Falsification, misrepresentation, or forgery of employment records.
   (v) Falsification or misrepresentation of any information on an application for employment.

(n) Intentionally or negligently misrepresenting or falsifying facts in billing a patient or any public or private third party payor.
(o) Aiding, abetting, directing, or assisting an individual to violate or circumvent any law or rule intended to guide the conduct of a licensed nurse or any other licensed health care provider.
(p) Failure to ensure verification of current Alabama temporary permit, licensure, and credentials of nursing personnel for whom the licensed nurse is administratively responsible.
(q) Personal use of unauthorized or illegal drugs or substances.
(r) Testing positive for unauthorized or illegal mood-altering drugs or substances.
(s) A pattern of abuse or misuse of habit forming and/or mood-altering drugs or substances or alcohol.
(t) Practicing, attempting to practice, or continuing to practice when the licensed nurse is unable to perform with reasonable skill and safety due to the licensed nurse’s mental or physical impairment resulting from:
   (i) Alcohol.
   (ii) Unauthorized, duly authorized, or illegal drugs or substances.
(u) Obtaining or attempting to obtain controlled drugs or substances without direction from a legally authorized prescriber or through fraudulent means.
(v) Furnishing or administering drugs or controlled substances to any person, without direction from a legally authorized prescriber.
(w) Misappropriation, diversion, or attempted misappropriation or diversion, of drugs or substances from the workplace.
(x) Refusal to submit to drug screen for cause.
(y) Appropriating real or personal property of a patient, employer, or any other person or entity; or failing to take precautions to prevent misappropriation of real or personal property of a patient, employer, or any other person or entity.
(z) Failure to report illegal, substandard, unethical, unsafe or incompetent nursing practice or disciplinary action in any state, territory, country, or other jurisdiction.
(aa) Having a license denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked, voluntarily surrendered, or otherwise
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encumbered in any state, territory, country, or other jurisdiction, or having been court-martialed or administratively discharged by a branch of the United States Armed Forces, for any act or conduct which would constitute grounds for disciplinary action in this state.

(bb) Any act or omission, which would constitute grounds for denial or termination of qualification to engage in, advanced practice nursing.

(cc) Violation of any provision of the Alabama Nurse Practice Act, the Alabama Board of Nursing Administrative Code, or any state or federal law pertaining to matters of health, which is likely to deceive, defraud, or injure the public.

(8) Has willfully or repeatedly violated any of the provisions of Article 2 of the Alabama Nurse Practice Act, by:

(a) Failing to respond to official Board correspondence, including but not limited to:

(i) Requests for information.

(ii) Subpoenas.

(iii) Notices.

(b) Practicing, seeking to practice, or attempting to practice professional, practical, or advanced practice nursing without an active license, temporary permit, or approval.

(c) Impersonating an applicant for licensure or another licensed practitioner or permitting or allowing another person to use the licensed nurse’s nursing license or temporary permit.

(d) Continued violation of any statute or rule after notice by the Board.

(e) Failure to comply with any stipulated terms and conditions of any Board order, agreement, or contract.

(9) Failure of a registered nurse or licensed practical nurse who provides continuing education to comply with continuing education rules.

(10) Failure to repay scholarship funds awarded by the Board for post baccalaureate study.

(11) Payment of any fees or fines to the Board with a worthless check, invalid credit card, or by any other method that is not honored by the financial institution.

(12) Violation of Code of Alabama 1975, § 34-21-86, which addresses prescribing practices for certified registered nurse practitioners or certified nurse midwives.

Author: Alabama Board of Nursing

610-X-8-.04 Investigation.

(1) Upon self-disclosure or receipt of a written complaint alleging that a registered nurse or licensed practical nurse has violated a statute or rule by committing one or more of the actions specified as grounds for disciplinary action, the Executive Officer shall provide for an investigation by Board staff to determine if there is sufficient evidence to warrant disciplinary proceedings.

(2) When an investigation discloses that disciplinary action is not warranted for the protection of the public health, safety and welfare, the investigative file shall be closed, provided that the matter may be reinvestigated at any time if circumstances so warrant.
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Author: Alabama Board of Nursing
History: Effective September 29, 1982.
Florence Nightingale Pledge

This modified "Hippocratic Oath" was composed in 1893 by Mrs. Lystra E. Gretter and a Committee for the Farrand Training School for Nurses, Detroit, Michigan. It was called the Florence Nightingale Pledge as a token of esteem for the founder of modern nursing.

I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling.

With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.
Appendix D – Forms

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

Admission and Progression Committee Request Form

All requested student identification information MUST be complete and legible for the request to go to committee. Please print all information.

Date of Request:_________________________
Name: ________________________________ Student Number: ____________________
Current ______________________________
Mailing Address: ________________________
Phone _______________________________ Email: ______________________________

I am/was enrolled at:
  ____Jefferson
  ____Shelby-Day
  ____Shelby-Night/Weekend Track
  ____Pell City
  ____Clanton

Last nursing course enrolled _______ When? _______ Grade: __________

Please outline your specific request ______________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Explain your reason for making a request: __________________________________
__________________________________________________________
__________________________________________________________

Requests must be submitted to the George Layton Nursing Education Building, Office 107 on the Jefferson Campus before the scheduled A/P committee meeting at the end of each semester. Allow 7-10 days following A/P meeting for a written response to your request. Information regarding requests cannot be given over the phone. Requests submitted after the scheduled committee meeting may not be approved in time for the next term. FAX: 205-856-7725 or email to nursing@jeffstateonline.com

***For Office Use Only***

Date received: ____________________ Received by: ____________________
Appendix D – Forms

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

BACKGROUND SCREEN ACKNOWLEDGEMENT FORM

I understand that Jefferson State Community College has a required component of clinical rotations.

I also understand that the health care agencies require that, because I am participating in the clinical rotation at these facilities, I will be subject to the same rules as the employees. I understand that these agencies require all employees to have a background check. Because of this, I understand that prior to participation in clinical rotations, I must submit to a background check at my own expense.

I further understand that if I refuse to have a background check I will be unable to participate in the clinical portion of the nursing program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE CLINICAL AGENCIES’ REQUIREMENT FOR A BACKGROUND CHECK TO PARTICIPATE IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE DESIGNATED BACKGROUND CHECK SCREENING COMPANY TO PERFORM THE BACKGROUND CHECK AND TO RELEASE THE RESULTS TO THE NURSING EDUCATION PROGRAM. I DIRECT THAT THE DESIGNATED BACKGROUND CHECK SCREENING COMPANY RELEASE THE RESULTS TO THE ASSOCIATE DEAN OF NURSING AND/OR PROGRAM CHAIRPERSON. FURTHERMORE, I DIRECT JEFFERSON STATE COMMUNITY COLLEGE TO RELEASE MY BACKGROUND SCREEN RESULTS TO CLINICAL AGENCIES THE COLLEGE HAS CONTRACTED FOR CLINICAL ROTATIONS.

I further understand that my continued participation in the Jefferson State Community College nursing education program is conditioned upon satisfaction of the requirements of the clinical agencies providing clinical rotations for the nursing program. Conviction of a criminal offense that would make me ineligible to participate in the clinical component of the course will result in my dismissal from the program. If convicted of a criminal offense while enrolled in the program I understand that I must report the conviction to the Associate Dean of Nursing within seven days of the conviction. Failure to notify the Associate Dean of Nursing within seven days will result in immediate and permanent dismissal from the nursing program.

___________________________________   __________________________________
Student’s Signature                     Witness’s Signature

___________________________________   __________________________________
Student’s Printed Name                  Witness’ Printed Name

___________________________________   __________________________________
Date                                  Date
Appendix D – Forms

JEFFERSON STATE COMMUNITY COLLEGE
Nursing Education Program
Consent Form

Statement of Understanding the Administrative Code for the Alabama Board of Nursing
______ (Initials) I have read the Administrative Code for the Alabama Board of Nursing and understand that commission of a felony may prevent or impede my taking the licensure examination (NCLEX-RN) to become a registered nurse. The authority to approve applicants for licensure by examination rests with the Alabama Board of Nursing.

Statement of Understanding the Guns and Weapons Policy
______ (Initials) I understand that possession while on College-owned or controlled property and clinical facilities, of firearms, explosives, other weapons, or dangerous chemicals is prohibited. Violation of this policy will render a student subject to disciplinary action under the procedures which provide for adequate notice and fair hearing, outlined in the College Catalog & Student Handbook. Penalties for violations are set forth in the College regulations published in the College Catalog & Student Handbook.

Statement of Understanding the Harassment Policy
______ (Initials) I understand that any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division or department on college property and while engaged in any institutionally sponsored activities as published in the College Student Handbook.

Hospital Insurance Verification
______ (Initials) My initials indicate that I have current hospitalization/health insurance, that I understand I am required to maintain my policy in force, and that if I do not have or maintain the required insurance, I understand that I may be administratively placed in an out of progression status (dropped or withdrawn) from nursing courses.

Consent for Medical Form Release
______ (Initials) I give permission for release of all or a portion of my medical information with clinical affiliates as required for participation in clinical activities.

Consent for Clinical Rotation/Internship Contract
______ (Initials) I understand that as a student enrolled at the college in a clinical course, I am not an employee of the institution, nor am I expecting compensation and will not receive compensation for participation in the clinical/course internship from either the institution or off-campus facility.

Acknowledgement of Understanding regarding laboratory/clinical
______ (Initials) I understand that clinical rotation schedules are created by nurse faculty and not students. Clinical assignments may be scheduled days, nights, and/or weekends as necessary to meet clinical course requirements. I am required to complete all clinical hours required for each nursing course.

Authorization for Grade Release and Mailing List
______ (Initials) Grade information about Division courses may be released by faculty upon request to the Alabama Board of Nursing or for scholarship and reference purposes.
______ (Initials) Name and address information may NOT be released to hospital recruiters, magazine publishers, nursing programs with higher degrees, and professional nursing organizations.

Statement of Understanding – Progression Policy
______ (Initials) I understand that students enrolled in the NEP may not continue progression after withdrawal or failure of a NUR course in two (2) separate semesters. After incurring two (2) course withdrawals and/or failures a student pursuing nursing is required to retake all NUR courses. If a student withdraws or fails a fundamental NUR course and elects to retake only the W/Failed course, one attempt will be counted. Students who restart the NEP and retake all NUR courses have not attempt counted. Students who fail or withdraw from a NUR course beyond the first semester and have had no more than one attempt in the program, are eligible to request NUR remediation if they have remedied all conditions that produced the failure or withdrawal. Fundamental students are not eligible for remediation, but may reapply to the program.

__________________________________________________________
Student’s Printed Name

__________________________________________________________
Witness’ Printed Name

__________________________________________________________
Student’s Signature

__________________________________________________________
Witness’ Signature

__________________________________________________________
Date

__________________________________________________________
Date

__________________________________________________________
Student ID#

__________________________________________________________
Student’s Pipeline E-mail
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

DRUG AND ALCOHOL SCREEN POLICY ACKNOWLEDGMENT

I certify that I have received a copy of the Jefferson State Community College Nursing Education Program Student Drug and Alcohol Screen Policy. I have read, understand, and agree to the requirements of these drug and alcohol screen guidelines.

I hereby release the laboratory, the on-site collection service, Jefferson State Community College, and the nursing faculty from any claim in connection with the Drug and Alcohol Screen Policy.

I understand that the results of my drug and alcohol screen will be released upon request to clinical agencies Jefferson State Community College has contracted for student clinical rotations.

I understand that should any legal action be taken as a result of the Drug and Alcohol Screen Policy, that confidentiality can no longer be maintained.

________________________________________________________________________
Student’s Signature

________________________________________________________________________
Witness’s Signature

________________________________________________________________________
Student’s Printed Name

________________________________________________________________________
Witness’ Printed Name

________________________________________________________________________
Date

________________________________________________________________________
Date
I understand that Jefferson State Community College has a required component of clinical rotations.

I also understand that the health care agencies require that, because I am participating in the clinical rotation at these facilities, I will be subject to the same rules as the employees. I understand that these agencies require all employees to have a drug screen which shows negative results for selected classes of drugs and for alcohol. Because of this, I understand that, I must submit to a drug and alcohol screen and provide a certified negative result from that screen to the Associate Dean of the Nursing Education Program. I also understand that random or incident testing may be required.

I further understand that if I fail to provide such a certified negative drug result, either on initial screening or on random or incident related screening, I will be unable to participate in the nursing program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE CLINICAL AGENCIES’ REQUIREMENT TO SUBMIT TO A DRUG AND ALCOHOL SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT TO THE CLINICAL AGENCY AND THE NURSING PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE LABORATORY PERFORMING THE DRUG AND ALCOHOL SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE NURSING EDUCATION PROGRAM. I DIRECT THAT THE LABORATORY HEREBY RELEASE THE RESULTS TO THE CHAIR OF THE NURSING EDUCATION PROGRAM.

I further understand that my continued participation in the Jefferson State Community College nursing education program is conditioned upon satisfaction of the requirements of the clinical agencies providing clinical rotations for the nursing program.

_________________________  ____________________________
Student’s Signature        Witness’s Signature

_________________________
Student’s Printed Name

_________________________
Witness’ Printed Name

_________________________
Date                        Date
Appendix D – Forms

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

Grade Release Form

I, the undersigned, give my permission for a transcript, final summary of grades, or unofficial copies of other collegiate work to be released to the Alabama Board of Nursing upon my graduation.

SIGNED: ___________________

DATE: _____________________

I, the undersigned, give the Jefferson State Community College, Nursing Education Program, permission to release a reference from my record as requested.

SIGNED: ___________________

DATE: _____________________
Appendix D – Forms

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

GRADUATE REFERENCE INFORMATION

STUDENT'S NAME: ___________________ STUDENT NUMBER: ___________________

DIRECTIONS: Please respond to each of the questions or statements below. Thank you for your cooperation in completing this form.

1. Where would you like to work after graduation? Why would you choose this particular agency?

2. In what area of nursing do you wish to specialize?

3. In what area of nursing do you feel the most competently prepared for practice; consider both the theoretical (class) and the clinical aspects of practice.

4. Do you plan to seek a baccalaureate degree in nursing or other field? (A master's degree in nursing or other field?)

5. From time to time the school is asked to provide references for graduates. Please rate yourself on the example scale below so that we may provide your future employers with your self-assessment.

<table>
<thead>
<tr>
<th>CHARACTERISTICS</th>
<th>SUPERIOR</th>
<th>ABOVE AVERAGE</th>
<th>AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Performance</td>
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<tr>
<td>Clinical Competence</td>
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<td>Attendance Record</td>
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<td>Initiative</td>
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<td>Appearance</td>
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<tr>
<td>Ability to relate to others</td>
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<td>Ability to relate to patients</td>
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<td>Ability to organize patient care</td>
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<tr>
<td>Other Characteristics</td>
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</tbody>
</table>
Appendix D – Forms

6. Listed below are several categories of activities in which you may have participated while enrolled at Jefferson State Community College. Please list these activities, honors, etc. in each space provided. This information will be placed in your permanent file and used, if applicable, in writing reference letters.

STUDENT CLUBS/ORGANIZATIONS (Include group, years of membership and offices held):

HONORS/AWARDS (Include name of honor or award, date received):

COMMUNITY ACTIVITIES:

7. Other Comments:

Signature: ____________________ Date: ____________________
<table>
<thead>
<tr>
<th>Item</th>
<th>Highly Satisfied</th>
<th>Satisfied</th>
<th>Somewhat Satisfied</th>
<th>Dissatisfied</th>
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If you responded dissatisfied to any of the above items you may provide more detail here:
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**Graduating Student Survey - Page 1**
Appendix D – Forms

How well do you believe you have been prepared to demonstrate the following competencies?

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30. If you know the facility and unit where you plan to work please indicate here______________________________________________________.

31. Please describe your overall opinion of the nursing program. You are encouraged to include strengths, areas of concern, and suggestions for improvement.

Revised: September 2015
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM
GRADUATING NURSING STUDENT SURVEY

EVENING/WEEKEND RN TRACK – (7 semester track)

Please rate your level of satisfaction with the following:

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Graduating Student Survey – Page 1

How well do you believe you have been prepared to demonstrate the following competencies?
### Appendix D – Forms

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31. Please describe your overall opinion of the nursing program. You are encouraged to include strengths, areas of concern, and suggestions for improvement.

Revised: May 2012; Reviewed September 2015
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

HEPATITIS B VACCINE DECLINATION FORM

I understand that, due to the nature of my responsibilities as a nursing and allied health student, I may be exposed to blood or other potentially infectious materials and may be at risk of acquiring Hepatitis B virus (HBV) infection. I further understand that immunity to the Hepatitis B Virus is a health requirement of the Department of Nursing Education, and that if I decline to be immunized, I continue to be at risk of acquiring Hepatitis B, a serious disease.

With the understanding indicated above, I decline to have the Hepatitis B vaccine at this time for the following reasons (please state):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I understand that I may at any future date begin the Hepatitis B vaccines at my own expense and that I am to provide documentation/record of these immunizations to the Department of Nursing Education office.

I further understand that my personal protection against communicable/transferable diseases or illnesses is my responsibility.

Name (please print)      Student ID #

Signature               Date
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

IMMUNIZATION DECLINATION FORM

I understand that, due to the nature of my responsibilities as a nursing and allied health student, I may be exposed to communicable illnesses and may be at risk of contracting these illnesses. I further understand that documentation of immunity to certain communicable illnesses is a health requirement of the Division of Nursing Education, and that if I decline to be immunized, I continue to be at risk for contracting these illnesses. I also understand that certain clinical facilities may refuse to allow me to participate in clinical experiences without documentation of immunity to these illnesses. In this event, the Division of Nursing Education will attempt to find an alternate clinical site, but this cannot be assured.

With the understanding indicated above, I decline to have immunizations at this time for the following reasons (please state):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand that I may at any future date receive immunizations at my own expense and that I am to provide records of these immunizations to the Division of Nursing Education.

I further understand that my personal protection against communicable/transferable diseases or illnesses is my responsibility.

Name (please print)  Student ID #

Signature  Date
## INCIDENT/ACCIDENT REPORT

<table>
<thead>
<tr>
<th>Name:</th>
<th>SS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient's Name:</td>
<td>Room#:</td>
</tr>
<tr>
<td>Patient's Hospital Number:</td>
<td>Date/Time of Incident/Accident:</td>
</tr>
<tr>
<td>Agency/Affiliation Site:</td>
<td>Exact Location of Incident/Accident:</td>
</tr>
</tbody>
</table>

Client's Infective Status:
Determined by (Name/Title):

Was there a witness to the Incident/Accident?  Yes___  No___
If Yes, print name/title/position:

Describe the actual circumstance in which the incident/accident occurred:

If the incident/accident involved exposure to blood and/or body fluids, describe:
1) type and amount of fluid involved
2) condition of skin of exposed individual:

Describe follow-up actions taken (e.g., examination by physician/employee health service, post exposure prophylaxis):

Evaluating Physician's Statement Attached?  Yes_____  No_____

Signature  Date:

Printed Name
Evaluating Physician’s Statement

Student/Faculty Member Name

Date

This individual presents to you for evaluation of a possible exposure incident as defined in the Bloodborne Pathogens Standard. After your evaluation, please:

(1) Inform them regarding the evaluation results and any follow-up needed;

(2) Provide your initials beside the following statements:

_____ This individual has been informed of the results of this evaluation.

_____ They have been told about any medical conditions resulting from exposure to blood or other potentially infectious materials, which require further evaluation and/or treatment.

Please return this form to the patient. Thank you

________________________________________

PHYSICIAN’S SIGNATURE

________________________________________

PHYSICIAN’S NAME (PRINTED)

________________________________________

DATE

FACULTY/STUDENT: PLEASE RETURN THIS FORM TO THE ASSOCIATE DEAN OF NURSING AS SOON AS POSSIBLE AFTER YOUR EVALUATION.

THANK YOU
Appendix D – Forms

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

SIMULATION LABORATORIES CONFIDENTIALITY AGREEMENT

As a student in the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

1. All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of the Nursing Program policy.
2. This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
3. I understand that there is a continuous audiovisual digital recording in rooms in the Simulation Lab. I consent to audiovisual digital recording while I am present in the lab. I understand that the recordings will be shown only for educational, research or administration purposes. No commercial use of the audiovisual recording will be made without my written permission.
4. I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of institutional policy and may be a violation of HIPAA and other state and federal laws.
5. The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The faculty and students participating in the scenario should have everyone’s respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
6. The simulation manikins are to be used with respect and be treated as if they were live patients.

Signature: ____________________________________________________________

Printed Name: _______________________________________________________

Date: __________________________________________________________________

Instructor: ____________________________________________________________

Course of Study: _______________________________________________________

JSCC Nursing Education Program Student Handbook 2016-2017
Student Name: ___________________________ J# ___________________________

Person to call in case of emergency: ___________________________ Relationship: ___________________________

Phone number: ___________________________ Alternate number: ___________________________

I am aware that during clinical/laboratory experiences there may be a risk of exposure to various communicable/transferable disease or illnesses. The College will provide instruction regarding safe health care practices when caring for patients with communicable/transferable conditions. However, my personal protection against these conditions, that is, following safe health care practices for self and patients and becoming immunized when available, is my responsibility. I must consult with my own physician or the Department of Public Health for assistance or advice regarding immunizations or protection for conditions other than the tests and immunizations included in this physical. I understand that my personal protection against communicable/transferable conditions is my responsibility. The physician performing this physical examination has permission to release the findings to the JCSC Nursing Education Program. Medical information may be released to clinical affiliates. I attest that this information is true. I am aware that falsification of results will result in disciplinary action which may include dismissal from the Nursing Program.

NOTE: Additional medical examinations and a specific release from a physician may be required at 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 state of health.

► Student’s Signature: ___________________________ Date: ___________________________

TB Skin Test: (Mantoux only): Date: _______________ (within 1 year) Results: ___________________________

Chest X-ray (required only if TB test is positive; suggested for smokers)

Date: ___________________________ Results: ___________________________

► Provider Signature: ___________________________ Agency: ___________________________

IMMUNIZATIONS:

- All of the following must be addressed by checking EITHER vaccination OR titer and positive immunity – they are not optional.
- Please state immune status for titters. If Non-Immune, vaccine is required.
- Having had the illness requires documentation by a medical provider.

Measles: (Rubella) □ 2 Doses Date: __________ Date: __________ Titer results: □ Immune □ Non-Immune Date: __________
Mumps: □ 2 Doses Date: __________ Date: __________ Titer results: □ Immune □ Non-Immune Date: __________
Rubella: □ 2 Doses Date: __________ Date: __________ Titer results: □ Immune □ Non-Immune Date: __________
Chicken Pox: (Varicella) □ 2 Doses Date: __________ Date: __________ Titer results: □ Immune □ Non-Immune Date: __________
Tetanus: Date: _________________ (must be within 10 years)

Influenza Vaccine / Mist Date: _________________ (administer when Seasonal Flu Vaccine/ Mist is available)

Hepatitis B: (Must have proof of #1 and #2 injections before participating in clinical activities)

#1 Date: ___________________________ #2 Date: ___________________________ #3 Date: ___________________________

Titer: Date ___________________________ Titer results: □ Immune □ Non-Immune (Repeat Adult series x3 per CDC protocol)

► Provider Signature: ___________________________ Agency: ___________________________

Physical Exam: Students are expected to be in good health as they will deal directly with patients in health care settings. The Nursing Education Program requires proof of a satisfactory level of health and may require proof of physical ability to meet program Essential Functions. Admission or progression may be denied if a student’s level of health is unsatisfactory or if physical limitations prevent a student from maintaining personal or patient safety during campus and clinical laboratories. Students are expected to be physically fit to undertake clinical assignments, be free of chemical dependency, and be mentally competent.

****Based on the history and your examination, is this student’s mental and physical health sufficient to perform the classroom and clinical duties of a Nursing student?**  (See Alabama College System Nursing Education Program: ESSENTIAL FUNCTIONS)

► Provider’s Initials Required: Yes________ No________

Additional Comments: __________________________________________

► Physician / CRNP Name (Please Print) ___________________________ Signature: ___________________________

Address: ___________________________________ Date of Exam: ___________________________

Phone Number: ___________________________ Revised: 11-12-14
MEDICAL FORM (2015)

STUDENT NAME:_____________________________________________ J# _____________________________________________

Campus __________________________________________ Course ___________________________________________

Person to call in case of emergency: _______________________________ Relationship _______________________________

Phone number: ___________________________ Alternate number: ___________________________

I am aware that during clinical/laboratory experiences there may a risk of exposure to various communicable/transferable disease or illnesses. The College will provide instruction regarding safe health care practices when caring for patients with communicable/transferable conditions. However, my personal protection against these conditions, that is, following safe health care practices for self and patients and becoming immunized when available, is my responsibility. I must consult with my own physician or the Department of Public Health for assistance or advice regarding immunizations or protection for conditions other than the tests and immunizations included in this physical. I understand that my personal protection against communicable/transferable conditions is my responsibility. The physician performing this physical examination has permission to release the findings to the Department of Nursing.

NOTE: Additional medical examinations and a specific release from a physician may be required at 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 state of health.

Student’s Signature ___________________________ Date ___________________________

HEALTH ASSESSMENT

LAB TESTS/IMMUNIZATIONS:
1. TB skin test (Mantoux only, TINE test not acceptable):
   Date: ___________________________ Results: ___________________________
   a. Chest X-ray (required only if TB test is positive; suggested for smokers):
      Date: ___________________________ Results: ___________________________
   b. Antitubercular drug therapy administered? ________________ Drugs: _____________________________
      Dates given: _____________________________
2. Influenza: Vaccine/ Mist: Date: ___________________________ (must be within ONE year)

Physical Exam:
Students are expected to be in good health since they will deal directly with patients in health care settings. The Department of Nursing requires proof of a satisfactory level of health and may require proof of physical ability to meet program Essential Functions. Admission or progression may be denied if a student’s level of health is unsatisfactory or if physical limitations prevent a student from maintaining personal or patient safety during campus and clinical laboratories. Students are expected to be physically fit to undertake clinical assignments, be free of chemical dependency, and be mentally competent.

****Based on the history and your examination, is this student’s mental and physical health sufficient to perform the classroom and clinical duties of a nursing student?

► Provider’s Initials Required: Yes __________ No __________

Additional Comments: __________________________________________________________________________________________
                      __________________________________________________________________________________________

► Physician/CRNP Name (please print) ___________________________ Signature: ___________________________

Address: ___________________________________________________ Date of Exam: ___________________________

Phone Number: ___________________________