



NURSING EDUCATION PROGRAM

Nursing Student Handbook

2023-2024 Academic Year

August 2023

JEFFERSON STATE COMMUNITY COLLEGE

NURSING STUDENT HANDBOOK

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Revised August 2023



Dear Nursing Student:

Congratulations on your admission to the Nursing Education Program. Jefferson 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 Jefferson 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

**JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM**

PURPOSE of the NURSING STUDENT HANDBOOK

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 available, 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.

ACCS NURSING PHILOSOPHY AND CONCEPT CURRICULUM MAP

2016

Mission - The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

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

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

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

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

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

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

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

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

Informatics – Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making. (QSEN def)

Professional Identity- Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based

practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

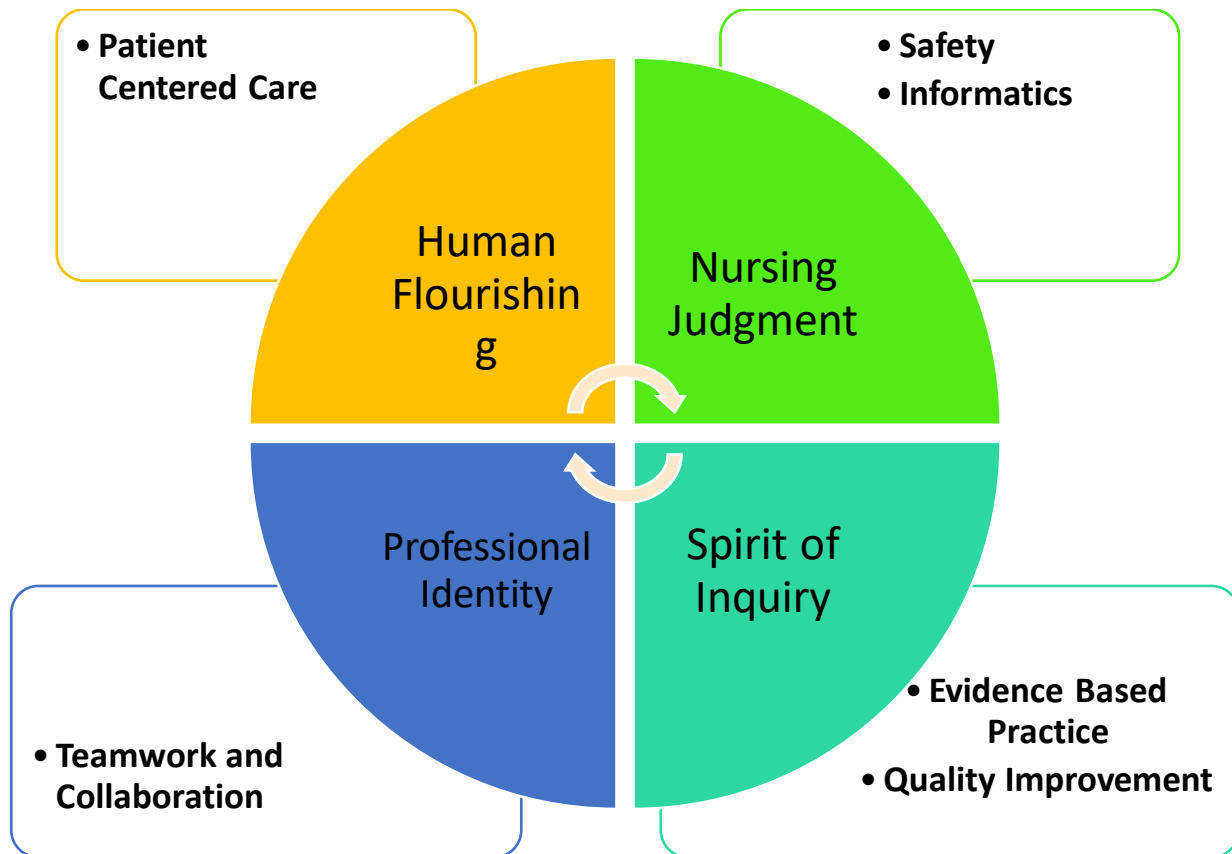
Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

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

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

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

Conceptual Framework



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

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

Revised August 2023

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)
3390 Peachtree Road, NE, Suite 1400
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.alabama.gov

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM OUTCOMES

1. Performance of Licensure Exam
At least 80% of all first-time all test takers during the same time period will pass NCLEX-RN on the first attempt.

2. Program Completion
Each program will determine program completion rate based on characteristics of the program's student demographics. At least 35% of the students will graduate from the nursing program within five semesters, 100% of plan of study.

3. Job Placement
At least 95% of graduates will be employed as an RN within 6-9 months of graduation.

Reviewed August 2023

Associate Degree Nursing End-of-Program Student Learning Outcomes/Graduate Competencies

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (NLN, 2021).

Patient-Centered Care

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).

Nursing Judgement

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2021).

Informatics

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).

Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2021).

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (NLN, 2021).

Quality Improvement

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).

Evidence-Based Practice

Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2021).

Reviewed February 2023

THE ALABAMA COLLEGE SYSTEM NURSING PROGRAMS ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodations may be provided for individuals with 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 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 period
- 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 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 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 to assist with the evaluation of the student's ability to perform the essential functions.

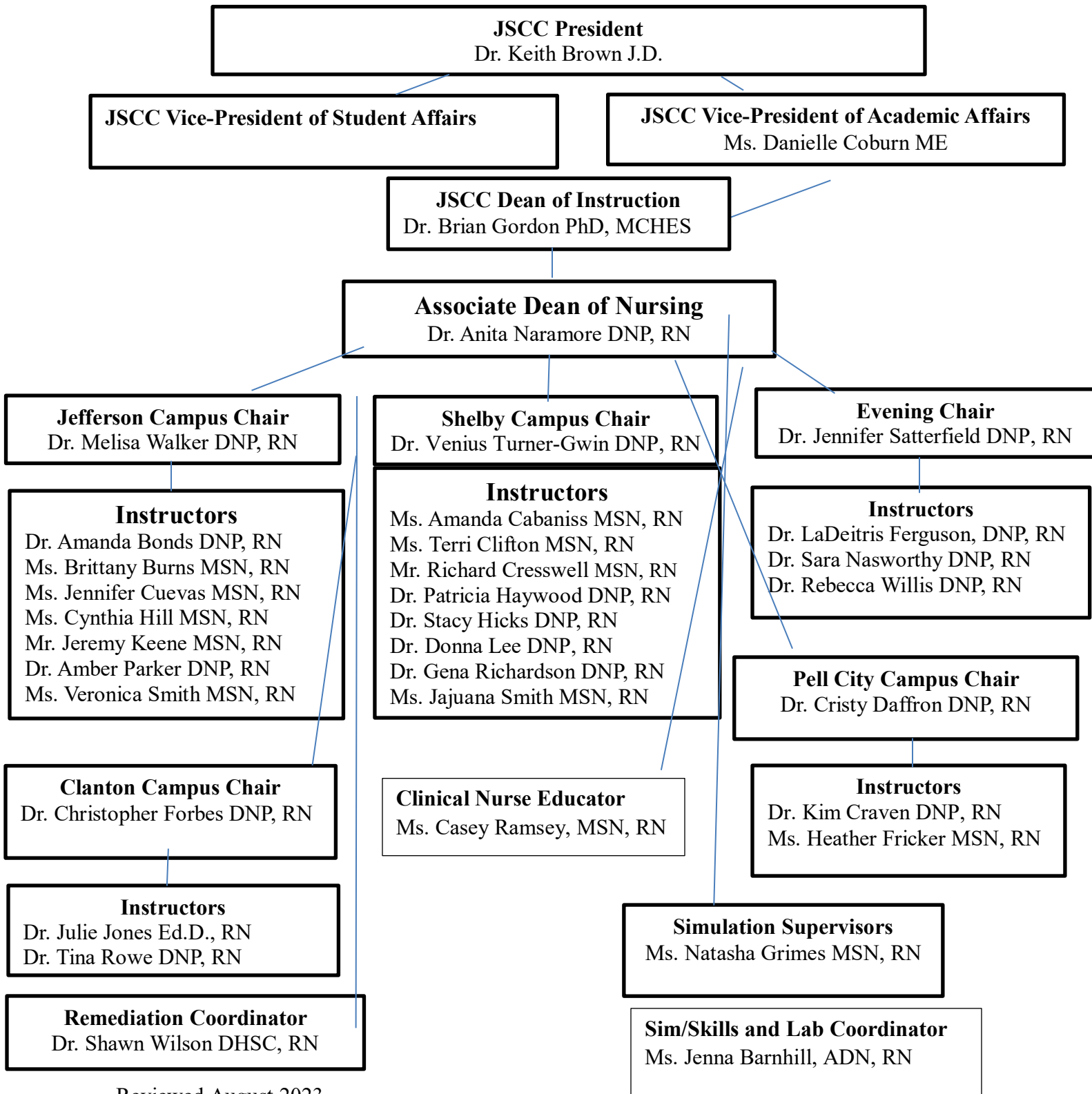
JSCC is compliant with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 as amended in 2008. Students having known disabilities requiring academic accommodations should contact the ADA Accommodations Office for an appointment (arsherman@jeffersonstate.edu)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

Reviewed August 2023

JSCC NURSING EDUCATION PROGRAM

ORGANIZATIONAL STRUCTURE



Reviewed August 2023

NURSING FACULTY

Name	Office	Phone
Dr. A. Bonds DNP, RN	Jefferson GLB 125	856-6016
Ms. Brittany Burns	Jefferson GLB 118	856-6022
Ms. A. Cabaniss MSN, RN	Shelby JMB 140	983-5210
Ms. T. Clifton MSN, RN	Shelby JMB 141	983-5219
Dr. K. Craven DNP, RN	Pell City 333	812-2716
Mr. R. Cresswell MSN, RN	Shelby JMB 136	983-5933
Ms. J. Cuevas MSN, RN	Jefferson GLB 127	856-6020
Dr. C. Daffron DNP, RN	Pell City 335	812-2722
Dr. L. Ferguson DNP, RN	Evenings JMB 331	983-5235
Dr. C. Forbes DNP, RN	Clanton 212 F	280-8204
Ms. H. Fricker MSN, RN	Pell City 333	812-2721
Dr. P. Haywood DNP, RN	Shelby JMB 143	983-5970
Dr. S. Hicks DNP, RN	Shelby JMB 144	983-5231
Ms. C. Hill MSN, RN	Jefferson GLB 154	856-6013
Dr. J. Jones Ed.D., RN	Clanton 212 D	280-8219
Mr. J. Keene MSN, RN	Jefferson GLB 125	856-7820
Dr. Donna Lee DNP, RN	Shelby JMB 135	983-5935
Dr. A. Naramore DNP, RN	Jefferson GLB 107 Shelby JMB 140	856-6028
Dr. S. Nasworthy DNP, RN	Evenings JMB 330	983-5228
Dr. A. Parker DNP, RN	Jefferson GLB 123	856-8510
Dr. G. Richardson DNP, RN	Shelby JMB 137	983-5965
Dr. T. Rowe DNP, RN	Clanton 212B	280-8210
Dr. J. Satterfield DNP, RN	Evenings JMB 332	983-5986
Ms. J. Smith MSN, RN	Shelby JMB 145	983-5209
Ms. V. Smith MSN, RN	Jefferson GLB 161	856-7820
Dr. V. Turner-Gwin DNP, RN	Shelby JMB 146	983-5208
Dr. M. Walker DNP, RN	Jefferson GLB 121	856-6030
Dr. B. Willis DNP, RN	Evenings JMB 333	983-5293
Dr. S. Wilson DHSC, RN	Jefferson GLB 158	856-8577
Staff		
Ms. L. Cruso, Executive Secretary-Jefferson	GLB 107	856-6023
Ms. J. Barnhill, Simulation & Skills Lab Operation Specialist	GLB 154 & JMB 218	GLB 856-7724
Ms. K. Smith, Secretary for Evenings	JMB 3 rd floor	983-5234
	, Office Manager for Nursing Shelby	JMB 1 st floor
		983-5243
Ms. N. Grimes, RN, Simulation Supervisor-Shelby/Hoover Campus	JMB 243	983-5216
Ms. C. Ramsey, MSN, RN Clinical Lab Nursing Educator Coordinator	GLB 118	856-7771
Nursing Advisors		
Kimberly Rigg, Nursing Advisor, Shelby,	GSB 100	983-5949
Ms. K. Johnson, Nursing Advisor, Jefferson,	Allen Library	856-7947
Vice President of Academic Affairs		
Ms. D. Coburn ME	Jefferson GWH 103	856-7759
Dean of Instruction		
Dr. Brian Gordon PhD, MCHES	Jefferson RC 116	856-7861
Revised August 2023		

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 authority 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 39) and the Harassment Policy (on page 77)

Standards of Conduct

Nurses are held to a high standard of professional behavior both publicly 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 encouraged to read ABN Administrative Code (www.abn.alabama.gov) and ANA Code of Ethics for Nurses (www.nursingworld.org/codeofethicsfornurses).

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

Reviewed August 2023

NURSING CONCEPT BASED CURRICULUM

JSCC - ADN (RN) Curriculum Revised August 2023

First Semester

Course	Credit
NUR 112 Fundamentals Concepts of Nursing	7
MTH 100 Intermediate Algebra	3
BIO 201 A&P I	4
Orientation Success (Mandated)	
Total	14

Second Semester

Course	Credit
NUR 113 Nursing Concepts I	8
ENG 101 English Composition I	3
PSY 210 Human Growth& Development	3
BIO 202 A&P II	4
Total	18

Third Semester

Course	Credit
NUR 114 Nursing Concepts II	8
NUR 115 Evidence Based Clinical Reasoning	2
SPH 107 Public Speaking (or SPH 106)	3
Total	13

Fourth Semester

Course	Credit
NUR 211 Advanced Nursing Concepts	7
BIO 220 Microbiology	4
Total	11

Fifth Semester

Course	Credit
NUR 221 Advanced Evidence Based Clinical Reasoning	7
Humanities Elective	3
Total	10
Nursing Credit Hours	39
Academic Credit Hours	27
Program Totals	66



Jefferson State Community College
Nursing Education Program
2601 Carson Road
Birmingham, AL 35215

Jefferson State Nursing Education Contacts:

Dr. Melisa Walker, DNP, RN
Joint Enrollment Advisor
Jefferson Campus Chair
George Layton, Room 121
mwalker@jeffersonstate.edu
205-856-6030

Kathleen Johnson
Traditional Pre-Nursing Advisor
nursingadvising@jeffersonstate.edu
205-856-7947

Dr. Anita Naramore, DNP, RN
Associate Dean of Nursing
George Layton, Room 107
anaramore@jeffersonstate.edu
205-856-6028

Kim Rigg
Traditional Pre-Nursing Advisor
nursingadvising@jeffersonstate.edu
205) 983-5949

JSCC's Nursing Education Program Website:

<http://www.jeffersonstate.edu/programs/nursing-education/>

Application Deadline due by 4:30 pm:

Fall term – May 20

Spring term – October 13

Summer term-March 5

UAB Nursing Community College Partnership (UABCCP) Joint Enrollment Program of Study

Jefferson State Community College and the University of Alabama at Birmingham are excited to offer students the option to obtain BOTH an associate degree in nursing (ADN) from JSCC **AND** a baccalaureate degree (BSN) from the University of Alabama at Birmingham at the SAME time!!!! Simultaneously completing the requirements for both the ADN and BSN programs will allow students to complete their programs of study in a much shorter time period while taking advantage of the lower community college credit hour costs!

Students will be admitted to the Joint Partnership option each **FALL and SPRING**. You must complete applications and be accepted to both schools. ALL general education coursework MUST be completed prior to admission in the Joint Partnership option. Students may be admitted conditionally if taking general education requirements in the semester prior to nursing program entry.

A specific application to JSCC's JE Nursing Education Program must also be submitted to determine. If a student is unsuccessful in **ANY** nursing course, they will be unable to continue with the Joint Program. Should this occur, these students will have the option of continuing in the JSCC ADN program or applying to UAB's traditional BSN program based upon program progression guidelines. All interested students are strongly encouraged to review our website information especially the admission checklist, ranking sheet, frequently asked questions, etc. If you have a bachelor's degree, please contact Dr. Walker to discuss your specific requirements. Advising appointments are available with Dr. Walker upon request.

Updated 1/14/22; Revised 8/2023

UAB/JSCC JOINT CURRICULUM

First Term –JSCC		
BIO 201 A&P 1		4
ENG 101		3
MTH 112 OR MTH 110		3
PSY 200		3
ORI 101 – Orientation to College –Transfer students who have completed 12 transferable semester hours; personal enrichment students; or enrolled prior to Fall 2004 are EXEMPT.		1
FIRST TERM TOTAL		14
Second Term – JSCC		
BIO 202 A&P 2		4
ENG 102		3
HUM Elective		3
PSY 210		3
SPH 106/107		3
SECOND TERM TOTAL		16
Third Term – JSCC		
BIO 220		4
CHM 104		4
LIT Elective (Area II)	Students must complete either a 6-hour sequence of Area II Core LIT OR Area IV Core HIS	3
HIS Elective (Area IV)		3
THIRD TERM TOTAL		14
Fourth Term – JSCC		
CHM 105 (BIO 103 may be substituted for CHM 105)		4
Fine Arts Elective		3
MTH 265 or BUS 271		3
LIT (Area II) or HIS Elective (Area IV)	<ul style="list-style-type: none"> • A 2-course sequence is required in Either literature or history • If LIT is chosen here, you must take HIS, Social and Behavioral Science course below • If HIS chosen here, take HUM course below 	3
HUM or Behavioral Science Elective		3
FOURTH SEMESTER TOTAL		16
Total Credit Hours in General Education/Nursing Pre-Requisites (Completed at JSCC)		60

**STARS University Parallel Approved Common Core Courses
(Jefferson State Community College Catalog 2018-2019)**

Area II: Literature Courses that can be taken for the sequence (JSCC course options):

(Only if ENG 101 and ENG 102 completed)

ENG 251 – American Literature I
 ENG 252 – American Literature II
 ENG 261 – English Literature I
 ENG 262 – English Literature II
 ENG 271 – World Literature I
 ENG 272 – World Literature II

Area II: Fine Arts

ART 100 – Art Appreciation
 ART 203 – Art History I
 ART 204 – Art History II
 MUS 101 – Music Appreciation
 THR 120 – Theatre Appreciation

Area II: Humanities

HUM 101 – Intro to Humanities I

HUM 102 – Intro to Humanities II
 IDS 102 – Ethics
 PHL 106 – Intro to Philosophy
 PHL 206 – Ethics and Society
 REL 100 – History of World Religions
 REL 151 – Survey of the Old Testament
 REL 152 – Survey of the New Testament

Area IV: History Courses that can be completed for the sequence (JSCC options)

HIS 101 – Western Civilization I
 HIS 102 – Western Civilization II
 HIS 121 – World History I
 HIS 122 – World History II
 HIS 201 – United States History I
 HIS 202 – United States History II

AREA IV: Social and Behavioral Science

ANT 200 – Intro to Anthropology
 ANT 210 – Physical Anthropology
 ANT 230 – Cultural Anthropology
 ECO 231 – Macroeconomics
 ECO 232 – Microeconomics
 GEO 100 – World Regional Geography
 GEO 101 – Principles of Physical Geography
 POL 200 – Intro to Political Science
 POL 211 – American National Government
 SOC 200 – Intro to Sociology
 SOC 210 – Social Problems

Students MUST be admitted to BOTH JSCC and UAB Nursing Programs in order to continue this curriculum pathway. NUR courses at JSCC are on-campus, while UAB courses are online.

Fifth Term – JSCC/UAB	
NUR 112 - Fundamentals of Nursing	7
NRN elective – Nursing Elective (UAB)	3
NRN 401Q – Professional Nursing Concepts for RNs	4
Sixth Term – JSCC/UAB	
NUR 113 - Nursing Concepts I	8
NRN 402Q – Professional Leadership Development for RNs	3
NRN 405Q – Evidence-Based Nursing Practice and Informatics for RNs	3
Seventh Term – JSCC/UAB	
NUR 114 - Nursing Concepts II	8
NUR 115 - Evidence-Based Clinical Reasoning	2
NRN 403Q – Systems Leadership for RNs	3
Eighth Term – JSCC/UAB	
NUR 211 - Advanced Nursing Concepts	7
NRN 404Q – Quality and Patient Safety	4
NRN 407Q – Transitional Care Coordination Across the Lifespan for RNs	3
Ninth Term – JSCC/UAB	
NUR 221 - Advanced Based Clinical Reasoning	7
NRN 406Q - Applied Pathophysiology Across the Lifespan for RNs	3
NRN 408Q – Population Health for RNs	4
TOTAL CREDIT HOURS	

General Education/Nursing Pre-Requisites Credit Hours completed at JSCC	60
RN to BSN Credits completed at UAB	30
Associate Degree Nursing Program Credits at JSCC	39
UABNCCP Total Credits	129

Joint
Partnership

(UABNCCP) Applicants must also meet the following criteria:

- ✓ Be unconditionally admitted and in good standing with BOTH UAB and JSCC. Students applying for the JE program **only** may be conditionally admitted pending last transcript from transferring college. If transferring to JSCC, please apply as a **“transfer”** student.
- ✓ You are strongly encouraged to complete JSCC’s college application by at least a month before applying as you must be accepted to JSCC before you can send and have transcripts evaluated. Also, plan to send a current transcript as soon as possible to begin the evaluation process even if currently taking courses at another college. Transcripts can then be sent again at the end of summer and fall semesters if you continue to take required courses.
- ✓ Submit Joint Program application on or before the posted deadline.
- ✓ Minimum of **20 ACT** composite National or Residual (offered at all Alabama Community Colleges). Cannot be older than 5 years at time of application deadline.
- ✓ Complete all required academic courses prior to application deadline or you may be admitted conditionally pending successful completion of ALL required coursework during the term prior to admission. Official transcripts must be received and evaluated prior to the first day of your admission term.
- ✓ Minimum of **2.5** cumulative GPA on all college work.
- ✓ Minimum of **2.5** GPA on required academic courses for nursing.
- ✓ Meet the essential functions of the nursing program.
- ✓ All required general education course must be completed with a grade of **“C”** or higher for program admission and completion.

Admission to the UAB/JSCC Joint Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance.

Published guidelines and requirements are subject to change without notice. Updated information will be posted on the Jefferson State web site as available.

RANKING CRITERIA FOR ADMISSION

Course	Grade	Points	Course Grades = Points Grade of A = 3 points Grade of B = 2 Points Grade of C = 1 Point CLEP Credit = 2 Points (There is No time limit on when course was taken) *Higher level Math accepted. MTH 116 is NOT a higher math course
BIO 201			
BIO 202			
ENG 101			
*MTH 110			
Total Course Points		12	
ACT Composite		36	Minimum ACT of 20 required. ACT must be taken within 5 years of application deadline.

**JSCC Certificates: CNA, CMA, EMT, EMS, LPN, Phlebotomy		Yes= 2 No = 0	**For points to be awarded, a copy of the JSCC certificate must be attached to the nursing application.
Have you been enrolled in a nursing program within the past 2 years?		Yes = 0 No = 7	Awarded if not enrolled in a nursing program within the past 2 years . Failure to disclose this information will result in forfeiting your space in the program.
Have you attended “Are You Ready for Nursing School?”		Yes = 1 No = 0	Attendance Certificate MUST be uploaded WITH application. See website for session information. Certificates expire in one year.
Total Ranking Points		58	



“Jefferson State Community College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** to award the Associate in Arts, Associate in Science, and the Associate of Applied Science degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Jefferson State Community College.

JSCC’s Nursing Education Program was accredited by the National League for Nursing in December 1967 and has maintained that status throughout the ensuing years. The program is also approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC (National League for Nursing Accrediting Commission, Inc.), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000.

Revised August 2023

(GENERAL INFORMATION)

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 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. 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 is 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, and the Nursing Department 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 way 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 the instructor requires such.

D. BLACKBOARD LEARNING PLATFORM

All nursing courses are web-supported using Blackboard. Faculty considers Blackboard an extension of the classroom. Log on to your Jefferson State account at <http://jeffersonstate.edu>. Here, students will find course syllabi and materials available for download. The following expectations apply:

- Students must log on to Blackboard the first week of the semester and daily 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. 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, lab, or clinical late and leaving early.

- Using cell phones
- Sleeping
- Conducting side conversations during lecture
- Coming unprepared
- Using a computer in the classroom for activity unrelated to the educational session
- Bringing ill children to class
- 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 always.

****** 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 are given 1000 prints when they first try to print any documents, then 250 prints are allotted monthly after the initial access.

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 to participate in clinical experiences.

K. DEFINITION OF SCHOLARSHIP

The JSCC NEP defines scholarship as a process of contributing to the profession. Boyer (1990) suggests 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.

L. DISCRIMINATION

Jefferson State does not discriminate based on 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 112 will participate in random drug screening regardless of past admissions to the nursing program. The fee of \$44 will be paid directly to Agents Choice.

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: Ms. Cruso (205) 856-6023
- Shelby-Hoover Nursing Office: (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 Jefferson State 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.

Emergency Notifications

Campus Closings



Omnilert Emergency Alert System – Receive Campus Emergency Notices Via Email or Text Message

Jefferson State students, faculty and staff can receive school closing information and other emergency messages via email and text messaging. Instead of waiting and wondering, get the information sent to you as soon as it happens. This is the fastest way to receive Jefferson State emergency information. Please visit the following link to sign up for alerts.

<https://www.jeffersonstate.edu/emergency-notifications/>

O. FEES AND FINANCIAL CONCERNS

Finances are often high on the 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 \$168 per credit hour
- Out-of-State Students \$297 per credit hour
- Senior Adult \$31 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

- Malpractice Insurance \$15
- Nursing ID badge \$5
- Late Registration (non-refundable) \$25
- Replacement Decal \$5
- Replacement ID \$5
- Returned checks - Per Transaction \$30
- Smoking Policy Violation Fine \$8

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
- Parked in No Parking Area \$8
- Other traffic Violations \$20
- Exceeding Speed Limit \$20
- Other Parking Violations \$8

Refunds

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

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

For 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 must wear their ID for all clinical activities and classroom/lab attendance.** Campus Police make photo IDs. Course faculty in NUR 112 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.
- Students who attend clinical experiences without official photo ID badges will 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.

Professional librarians are available at all locations and virtually to assist students in using the library and accessing services. Instruction in using the library's resources is provided virtually and to both classes and individuals.

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 area colleges and universities.

T. STUDENT SUCCESS CENTER

The Student Success Center provides wrap-around support services for enrolled Jefferson State Community College students. Wrap-around services include financial literacy, mental health-related services, emergency financial/grant assistance, access to the JSCC food pantry, access to Jeff State Coaches and other supportive services and referrals.

REQUEST STUDENT SUCCESS CENTER SERVICES: jeffersonstate.edu/student-success-center/ or contact Aaliyah Moore at (205) 856-7913 other supportive services and referrals.

U. 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. JEFF CARES

Resources are available in the community, please contact your faculty member for further details or submit request to jeffcare@jefferstate.edu

V. LIABILITY INSURANCE

Students are responsible for the care they provide in the clinical setting. They are not protected from litigation by 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 112 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.

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 rearview 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 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 will not participate in the clinical component of the nursing course until the required signed documents are given to the Nursing Department. The following signed documents/forms are required:

- Background Screen Policy and Acknowledgement form
- Drug and alcohol Screen Policy and Consent
- Chain of Command
- Contact Information
- Consent Form
- Completed Medical Form with supporting documentation (copy of medical form)
- COVID Statement
- CPR card or official letter of course attendance (copy of card)

- Dismissal Policy
- Electronic Devices Form
- Entering Program Questionnaire
- Essential Functions Form
- Harassment Policy Acknowledgement
- Health Insurance Coverage Proof (copy of health insurance card)
- Progression Policy
- Professional Liability Coverage Proof of purchase (copy of JSCC fee payment)
 - o *Liability insurance is to be purchased (1) in first semester and (2) upon reentering program progression*
- Remediation Policy
- Sexual Assault Act Form
- Sim Lab Rule Form
- Skills Lab Rule Form
- Social Media Form
- Student Agreement for Simulation
- Students are responsible for maintaining accurate personal information within the Nursing Department and the College. Students must notify the Admissions Office, Student Support Office, and the Nursing Department 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.**

Y. USE OF SOCIAL MEDIA

Nursing students and nurses should be aware that social media, utilized incorrectly, might violate privacy and confidentiality. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions. Removal of an individual's name, or face, or image, is not enough to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is not deemed enough.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient's visitors, clinical sites, or other healthcare professional through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct which will be subject to appropriate disciplinary actions.

A violation of the social media policy will result in appropriate disciplinary action up to and including dismissal from the nursing program.

Z. APPRENTICESHIP:

Jefferson State Community College Nursing Apprenticeship

The nursing Apprenticeship program provides participants the ability to work and receive pay while advancing their learning. The Associate Degree Nursing Apprenticeship is four semesters in length (starts in NUR 113). Students interested in an apprenticeship must be active, current nursing students at Jefferson State Community College Nursing Education Program. Students submit a Jefferson State Community College nursing program apprenticeship application. Once approved for apprenticeship, participating healthcare facilities have the opportunity to screen approved applicants.

Once students enter an agreement with a healthcare facility to complete an apprenticeship, the student becomes gainfully employed by the facility, if not already employed, as a nurse apprentice. The nurse apprentice must commit to working a minimum of two days per week for on the job learning. One or more of the workdays may be clinical hours in which the nurse apprentice works one on one with a nurse mentor at the facility (called a journeyworker in apprenticeship terms). The nurse mentor is vetted by the facility and the nursing program. The nurse apprentice is paid for clinical hours as well as on the job learning hours. The nurse apprentice is not paid for hours in on-campus class, simulation, lab, or validations.

The following are components of the apprenticeship:

- Employer Driven (program built for employer needs)
- Learning – on the job with mentor and classroom, lab, and simulation on campus
- On the Job training
- Progressive Wages (wages increase as students advance through the program)
- Industry recognized credentials (certification/license)

3 Roles for a Successful Program:

- Sponsor – Manage the program (recordkeeping etc.); JSCC will be the Sponsor
- Employer – Healthcare facility
- Instruction Provider – Healthcare facility and JSCC

Potential Costs:

- Students are responsible for applying for any available financial aid, WIOA funds, GI bills, scholarships, or grants. All tuition, fees, and books not covered by some form of funding are paid by the facility as part of the apprenticeship agreement.
- Facility pays for 675 clinical hours for associate degree nursing apprentices.

Reviewed August 2023

POLICIES AND PROCEDURES

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

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 their 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 at another student's paper and/or computer screen 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 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.
11. Students registering for Internet courses, hybrid/blended courses or courses that use instructional technology do so with the understanding and agreement to keep passwords and access codes confidential, to produce their own work, to complete course activities themselves, and to take course exams, tests, or quizzes without the assistance of others. Failure to comply violates the academic honesty code.
12. Students found improperly using ExamSoft or Examplify to gain unfair academic advantage are violating the JSCC Academic Honesty Policy.
13. Violations such as "academic dishonesty" and/or professional misconduct" would include but are not limited to using a classmate's login/password, tampering with exam files, and falsifying upload and download information, or any attempt to circumvent the security features of the software.
14. Sharing information related to the exams, before or after an exam, is considered academic dishonesty.

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. A student on probation shall not participate in intercollegiate athletics.
 - b. He shall not be a member of any team or group that represents the college (speech team, etc.).
 - c. He shall not hold office in any school club or organization (SGA, The Pioneer newspaper, Phi Theta Kappa, etc.).
 - d. 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 actions, they 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 form.

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 Instruction 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 Vice President of Academic Affairs.
6. Upon the request for a hearing before the Academic Honesty Committee, the Vice President of Academic Affairs shall immediately call for an Academic Honesty Committee to be assembled in accordance with the following plan:

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 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 of Instruction 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 Vice President of Academic Affairs.
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.

JEFFERSON STATE COMMUNITY COLLEGE NURSING EDUCATION PROGRAM

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.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

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 with payment made to Agents Choice. 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 \$50.06 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 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 Social Security Administration issued individual 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 have access to all test results. Confidentiality of test results will be maintained with only the Associate Dean, Campus Chair, clinical agency, and the student having access to the results except for legal actions that require access to test results.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE

NURSING EDUCATION PROGRAM

POLICY: Class Organization and Function

Class vote elects class Representatives. 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 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 admitted 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 feedback is an important

component in program improvement for the NEP. Students are encouraged to participate in course evaluations.

Composite Picture

The class representatives are 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". 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. 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. It is the class representatives' responsibility to contact the Culinary Department to set up refreshments. 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: Missy Deloach - 205 983-5214
 - Jefferson Campus: Janie Starnes – 205-856-7774
 - 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 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, Dean of Instruction, President of the College, and Vice President of Academic Affairs.

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. Order your JSCC nursing pin from Jim Coleman Ltd. 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 order 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. The school provides lamps. However, if a student chooses, the lamps may be purchased at www.meridys.com.
- **STUDENTS MUST WEAR THEIR NURSING STUDENT UNIFORM AT THE PINNING CEREMONY**
 - Students 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, or Campus 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, 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.jeffersonstate.edu/programs/degreeworks/>
- (2) *Apply for graduation.* The application may be downloaded online at <http://www.jeffersonstate.edu/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)

Diploma Fee	\$20
Cap/Gown/Tassel	\$ 33.69 + tax
Hood	\$21.56 + tax
Honor Cord	\$ 10.25 + tax
Extra Tassel	\$4.25+ tax
Announcements	\$1.50 each + tax (minimum of 10 announcements)

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

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 will require supporting documentation for the missed clinical experience.

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 will 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 will receive an incomplete in the course and clinical will be scheduled at the beginning of the next semester.

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 will be done with the Course Coordinator.

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 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 (CLE) 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

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 <u>required</u> 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. The student must withdraw from the course and take the Math Remediation course during the same semester. Upon successful completion of the Math

Remediation, the student will complete an admissions and progression form to re-enter the course for the next semester.

Starting with Cohort of Fall 2022 math validations will no longer be required as a separate exam but will be incorporated into your unit or final exams or simulation and/or skills lab assignment.

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 will be dismissed from the clinical setting and receive unsatisfactory grades for the experience.
5. Students who do not comply with the dress code will 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 Clinical Instructor and the Course Coordinator of an absence prior to the beginning of the experience. Make-up clinical days must be scheduled with the Course Coordinator.
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 Clinical Instructor of an absence prior to the clinical experience as directed by the Course 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. If 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. A "U" in a critical or three "U"s in a 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 always be maintained. 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.
17. Students are not allowed to take pictures with their cell phones during clinical. This is a HIPAA violation and will result in removal from the NPE.

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 will be sent home and receive a “U” for the validation.
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 221

Students are assigned preceptor placement by the Course Coordinator of NUR 221. 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 221 course faculty. Additional preceptor policies are applicable for NUR 221 and are available in the course materials. Reviewed August 2023

**JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM**

SIMULATION LABORATORY POLICY

The mission of the Nursing Simulation Laboratory is to provide the students at Jefferson State Community College 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 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 Jefferson State Community College 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 technical skills in the patient care setting.

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

STUDENT BODY NURSING EDUCATION PROGRAM & EMERGENCY MEDICAL
SERVICES POLICIES AND PROCEDURES

- a. 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 unless otherwise provided for the simulation 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 purpose 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 Jefferson State Community College 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.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE

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 always be in attendance with students 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 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.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

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 in Blackboard or Jefferson State 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. Make-up tests may be *given* at the discretion of the Course Coordinator. Students may be required to present a valid JSCC student ID to complete any 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 nursing department's computer, student's personal 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 reserves 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 timeframe. All computerized quizzes and assignments that are missed will go into the grade book as "0".
7. During test reviews, discussion regarding answers will be done at the discretion of the instructor. 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. After 48 hours there are no additional opportunities to review the exam, and exam results are final. 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. 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 to take it and receive points. Missed pop quizzes/projects will be treated just like a missed regular exam. Students should follow the notification process as outlined above.
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 in the testing area 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.

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.

Reviewed August 2023

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. Engages in conduct identified in the ABN 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.

Reviewed August 2023

**JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM**

POLICY: Dress Code

What is the Dress Code? 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.

<i>The complete dress code includes:</i>	
<i>Cherokee Uniform.</i>	Pewter gray Cherokee uniform with program monogram must be purchased from Meridy's
<i>Crewneck T-Shirt.</i>	A plain solid color crew neck t-shirt in white, dark gray, or black.
<i>Photo ID.</i>	A JSCC Photo ID must be worn with the clinical, lab, and classroom uniform
<i>Supplies.</i>	Functional watch that displays seconds, bandage scissors, pen light, and a black ball pen (no felt tip pens or pens with erasable ink may be used in the clinical setting).
<i>Shoes.</i>	All black leather shoes with black soles (no obvious colored logo). Shoes must also have enclosed toes and heels. They should be worn with black hose, black knee-highs, or black socks.
Jeff State T-Shirt, Sweatshirt, or Pewter gray scrubs	A JSCC T-Shirt or Sweatshirt is to be worn as part of the classroom attire on each day you have class. If the class does not want to purchase a T-Shirt or Sweatshirt, students can wear their pewter scrubs.

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.

Tattoos may be uncovered as long as they are not offensive, include nudity, or profanity. For each clinical, the student should be prepared to cover their tattoo(s) at the clinical setting and is responsible for providing the needed items to cover the tattoo (s). Failure to do so may result in the student being dismissed from the clinical setting. Tattoo coverage policies are subject to change and are at the discretion of the faculty.

Jewelry is restricted to a watch with a second hand, wedding band, and stud piercings. No loops or dangling jewelry are allowed due to safety concerns for the student. 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 natural 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 to protect your modesty and for the sake of uniformity.

When should I present in dress code? Dress code is required in the laboratory, classroom, and clinical settings. See table above for details.

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? Discuss with your course coordinator for proper attire.

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

Uniform Requirements and Instructions for Ordering

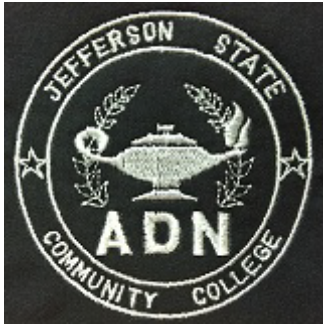
The following uniform was adopted for JSCC with student and faculty input. Students will be required to purchase the current adopted JSCC uniform upon admission.

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](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.* If using a credit card other than student’s name, please have the student’s name placed on the individual order.

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

Items	Required/ Optional	Uniform Style #	Prices	
			<i>As of SPRING 2022</i> XXXS-XL 2X-5X	
TOPS Females	1 Req	Cherokee Workwear - Pewter (PWTW) - Embroidery EMB-WW620E-211-PWTW Female 2 Pkt V-Neck - Embroidery (Stretchy)	\$30.00	\$33.00
		EMB-WW685E-211-PWTW Female Maternity top \$38.00 2XL-5X \$41.00		
Males	1 Req	EMB-WW670E-211-PWTW male 3 Pkt V-Neck - Embroidery (Stretchy)	\$33.00	\$36.00
PANTS Females	1 Req	Cherokee Workwear - Pewter (PWTW) - Embroidery CHE-WW110-PWTW Female Elastic Waist Pants	\$21.00	\$24.00
		(or) CHE 120-PWTW Unisex D-String Waist Pants	\$22.00	\$25.00
Males	1 Req	CHE-WW140-PWTW Men's Flu Front Pants (or) CHE 120-PWTW Unisex D-String Waist Pants	\$27.00 \$22.00	\$30.00 \$25.00
SKIRTS	Opt.	CHE-WW510-PWTW 30" knit waistband skirt	\$20.00	\$23.00
PEN LIGHT	1 Req	S210 Prestige Medical: Disposable Pupil Gauge Penlight – White or Hot Pink	\$5.00	
SCISSORS	1 Req	53 Prestige Medical: 5.5 IN LSTR BNDG SCSSR-SP OR 87 Prestige Medical: 7.5 IN EMT UTILITY SCISSOR-BLK-SP	\$4.99 # 53 OR \$8.00 # 87	
Patch: No Embroidery: Yes *** Skills packs, shoes, and accessories may also be purchased from Meridys				

All JSCC Nursing uniforms will have the following monogram applied by Meridy's at purchase:



The following items will be needed but may be purchased from other vendors:

- 1) 1 Pair black shoes – All black with black soles (no obvious colored logo)
**** Must be leather, no high tops, and have enclosed heels/toes*
- 2) Black knee highs, or socks
- 3) Functional watch with seconds
- 4) Black ballpoint pen
- 5) 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.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

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 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.

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 \$44 screening fee 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 except for 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 which will necessitate withdrawal from the course and must contact the Associate Dean of Nursing. The student will receive a zero for each class or clinical assignment missed because of a positive drug screen.

To participate in class/clinical after a positive drug screen, the student must complete the following:

1. Complete a substance abuse treatment program approved by the JSCC NEP.
2. Have the substance abuse treatment program mail the program completion statement directly to the JSCC Associate Dean of Nursing.
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 Jefferson State Community College, and/or various institutions with which the college contracts may vary from time to time in any or all their aspects. Students will be required to comply with screening, which will satisfy any program or requirement established, 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.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

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 Vice President of Academic Affairs 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs.

Reviewed August 2023

**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:

A	Excellent	90-100
B	Good	80-89
C	Average	75-79
D	Poor	60-74
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 Laboratory Clinical Tool and Clinical Evaluation Tool. Since each course has a different focus, the specific criteria will vary. Students are urged to study the Laboratory Clinical Tool 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:

$$\text{Theory Grade} + \text{Lab Performance} = \text{Final Course Grade}$$

Theory Grade	Plus, Lab/Clinical Performance	Equals Final Letter Grade
A	Satisfactory	A
B	Satisfactory	B
C	Satisfactory	C
D	Satisfactory	D
F	Satisfactory	F
A	Unsatisfactory	D
B	Unsatisfactory	D
C	Unsatisfactory	D
D	Unsatisfactory	F
F	Unsatisfactory	F

However, a student must attain a minimum average of 75 (C) to successfully complete each nursing course. Students who withdraw after the automatic "W" date will receive a grade of WP

(if the theory grade at the time of withdrawal is C (74.5) or above and the CLE/lab grade is passing). If the grade is failing (D, F) based upon their theory/CLE/lab grade at the time of withdrawal, a grade of D or F will be given for a final grade.

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". An incomplete in a course could affect Financial Aid for the next semester.

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.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

POLICY: Social Media

Social media are defined as, but not limited to, web-based or mobile technologies used for interactive communication. Example of social media include but are not limited to blogs, texting, YouTube, social networking sites such as Facebook, Twitter, Instagram, etc. Regardless of the forms of media used, students are responsible for the content they post or promote.

Students in the Jefferson State Nursing Program are prohibited from disclosing through social media any of the following:

1. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). Ex. Using patients' name (any identifier including initials, hospital name, etc.) and personal health information in any way.
2. Confidential, or proprietary information about families, clinical facility staff, or clinical institutions.
3. Copyrighted or intellectual property belonging to the faculty or the College.
4. Clinical discussions that include identifiable information related to patients, families, or clinical facilities.
5. Stating personal opinions as being endorsed by the Nursing Program.
6. Using information and conducting activities that may violate Jefferson State's Nursing Program policies.
7. Accessing any personal social networking sites while in the clinical setting.
8. Acting in any manner violating Jefferson State's Harassment Policy.
9. Violation of this policy may result in dismissal from the clinical site with unsatisfactory performance for each day of the violation, course failure and/or permanent dismissal from the nursing program.

Nursing students and nurses should be aware that social media, utilized incorrectly, might violate privacy and confidentiality. Please review the Alabama Board of Nursing Administrative Code Section 610-X-8-.02(a)-(b) - Grounds for discipline of an Initial License or Denial of a License.

Reviewed August 2023

**JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM**

POLICY: Electronic Devices

1. All electronic devices utilized by students will be kept on silence during classroom or lab time activities.
2. No cell phones or electronic devices of any kind will be allowed in the testing area, without prior approval, during an exam or test review. Students violating this policy will receive a “0” for the test and/or failure for the course.
3. **Students may not carry a cellphone, iWatch, Fitbit, or similar electronic device in the clinical facility unless approved by clinical instructor.**
4. Only **approved** electronic devices such as iPads, Kindles, etc. will be allowed in the clinical setting for clinically related reasons. **These devices must be approved with your course coordinator.** If the electronic device is not approved by your course coordinator prior to the start of clinical, the student will receive a clinical unsatisfactory for that day and until the device is approved. 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.
5. No photographs, text messages, or audio/videos are allowed in or on any part of the clinical facility.
6. For emergency situations, provide your emergency contact with a number for the clinical unit/location and the nursing suite.

Violation of this policy may result in course failure and/or permanent dismissal from the Nursing Education Program.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE NURSING EDUCATION PROGRAM

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 because 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 because 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, 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 JSCC in good faith will not be adversely affected because 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 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.

Reviewed August 2023

JEFFERSON STATE COMMUNITY COLLEGE NURSING EDUCATION PROGRAM

POLICY: Management of Student Exposed to Blood and Body Fluids

I. PURPOSE

To specify a procedure to be followed by students at the Jefferson State Community College Nursing Education Program if 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 Campus Chair will permanently place the exposure incident report 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. If 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.

Reference: Universal Precautions: Employer's Compliance Manual for Healthcare Facilities (1992) Medcom, Inc. Garden Grove California

Public Health Guidelines for the Management of Health Care Work Exposure to HIV and Recommendations for Post Exposure Prophylaxis, 1998.

Reviewed August 2023

Alabama Community College System Concept Based Curriculum Progression Policy

Progression

To progress in the nursing program, the student must:

- a. Achieve a grade of C (75) or better in all required general education and nursing courses.
 - b. Be acceptable by clinical agencies for clinical experiences.
 - c. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 - d. Maintain program health requirements.
1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
 2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met. Reinstatement must occur within 1 year of failure or withdrawal.
 3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

Definitions

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

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

Process for Reinstatement

1. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program. The students should notify their faculty and/or chair of the extenuating circumstance(s) within the semester it occurs and prior to the final exam. The student must adhere to the nursing progression policy that reinstatement must occur within 1 year of failure or withdrawal and appropriate documentation must accompany the request.
2. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
3. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Letter of Intent by published deadlines.
4. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
5. Update immunizations, CPR, drug testing, and background screening according to program policy.
6. Demonstrate competency in previous course(s) as required by the College's nursing program.
7. Students are only eligible for reinstatement within one year from the term of withdrawal or failure

Transfer Policy

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

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program and demonstrate competency as defined by the institution.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Transient Student Policy

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

Criteria for Transient Status

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

Program Completion

Students who have completed all required academic courses, in addition to the nursing program will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression, and graduation requirements. Reviewed February 2023

Progression Policy Addendum

Students who enter the Jefferson State Associate Degree Nursing Education Program (NEP) may have extenuating circumstances that may cause them to request to sit out a semester. All such requests will be considered on a case-by-case basis by the Associate Dean of Nursing (ADON). No list of circumstances can cover all contingencies that might arise; however, an extenuating circumstance is one that is unforeseen and impacts the student's ability to continue in a particular semester. The ADON will review each student's situation individually and decide based on the particular circumstance(s).

If a student believes he/she has an extenuating circumstance and needs to get out of progression and sit out during a semester, the steps of the procedure are as follows:

1. It is the student's responsibility to make faculty aware of any extenuating circumstances or issues which may arise within a semester that may cause the student to be unsuccessful in the nursing course. These circumstances must be reported within 14 business days of occurrence.
2. Student should meet with the course coordinator about available assistance, counsel regarding make-up exams, missed clinicals/labs or work, improving grades, or withdrawal from the course.
3. Student should notify their instructor and/or ADON of a request to sit out for a semester (s). No more than two semesters are allowed based on the ACCA progression policy.
4. Student should contact the ADON to set up a meeting time to discuss the extenuating circumstances within 5 business days of meeting with the faculty.
5. All extenuating circumstances requests must be made prior to attempting the final exam. The student must be passing the course(s) with a minimum of 75% (no rounding) at the time of the request. After this point, the student would need to withdraw from their current enrolled semester, or if practical, request an "incomplete." If the next semester needs to be considered, the student needs to follow the aforementioned policies.
6. The ADON will decide based on a case-by-case decision based on discussions with faculty and appropriate documentation provided by the student related to the extenuating circumstance(s).
7. Student will be notified in person or via email of the decision.
8. Students must follow the NEP progression policy for reinstatement when requesting to reenter into progression in the nursing curriculum after sitting out a semester(s).
9. Reinstatement to the nursing program is based on space availability and completion of the required progression form. Students are not guaranteed to stay at the previous campus in which they were enrolled and may have to transfer to another campus.
10. All essential functions and medical requirements for the nursing program must be met to continue to progress in the nursing program.

JEFFERSON STATE COMMUNITY COLLEGE NURSING EDUCATION PROGRAM

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 NUR 112 course are not eligible for the remediation course and must reapply to the program and meet all admission criteria.

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

For **COURSE** Remediation 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. Successfully complete math remediation and skills validation required by the NEP.
6. Remediation will begin with the fundamental content and students will be required to successfully complete written exams with 75% or higher. Successful completion of course remediation activities and exams allow the student to progress to the next course level.
Remediation is not a class within the nursing program curriculum and grades will not round up. If you make a 74.5 to a 74.9, this will not round up to 75%.
7. 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 via email prior to the beginning of the next semester. Students approved for Remediation may enroll through the Center for Community and Corporate Education. The phone number on the Jefferson Campus is 205-856-7710, FAX is 205-856-7782; and Shelby Campus phone number 205- 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 day of class. Students must contact Dr. Wilson at 205-856-8577 or email mswilson@jeffstateonline.com to confirm admission to the Remediation course.

MATH REMEDIATION:

Students unable to successfully complete math validations within three attempts may request to enter math remediation. Math Remediation can be completed the same term a student is unsuccessful with math validations. Once Math Remediation is successfully completed, students may request reinstatement to the course where math validations were unsuccessful. Students must submit a Math Remediation request immediately upon their third unsuccessful math validation attempt in any nursing course beyond NUR 112.

Once all nursing courses have completed their math validations, students will be notified about how the course will progress. Students should plan to be on campus for math validations. Just as in the regular nursing courses, students must successfully complete math validation within three attempts. Dr. Melisa Walker, DNP, RN coordinates Math Remediation and will notify students of acceptance and provide course materials.

Students who fail to complete Math 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. Students who reapply for admission will not receive the 7 points awarded to first-time nursing applicants.

Student's Signature	
Student's Printed Name	
Date:	

(Appendices)

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, 2015). The ANA Code is as follows:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness of every person.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and acts consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

Guide to the code of ethics for nurses. Interpretation and application. Washington, DC: American Nurses Association 2015.

APPENDIX B

ADMINISTRATIVE CODE Alabama Board of Nursing Chapter 610-X-6 Standards of Nursing Practice

**For current Administrative Code refer to the Alabama Board of Nursing
Website: abn.alabama.gov**

**On the home page scroll down to the bottom to see Board Information, choose Laws, then
Alabama Administrative Code.**

Reviewed August 2023

Appendix D

o r Q e g a u s

Jefferson State Community College - Nursing Education Program Questionnaire for Entering Nursing Class

DIRECTIONS: Please select a response for each item by circling the appropriate number or numbers.

1. Term entering nursing program: 1. Fall 2. Spring 3. Summer
2. Age: _____
3. Sex 1. Male 2. Female
4. Marital status: 1. Single 2. Married 3. Divorced 4. Widowed 5. Separated
5. Number of dependents living at home with you: 1. 0 2. 1-2 3. 3-4 4. 5 or more
6. Ethnic origin: 1. White 2. Black 3. Am. Indian 4. Asian 5. Hispanic 6. Other
7. Your employment status is: 1. Not employed; do not plan to seek employment until graduation
2. Not employed; need to find employment while in school
3. Currently employed in a health care agency
4. Currently employed, but not in a health care agency
8. If employed, approximately how many hours per week do you work? If unemployed, circle #1.
1. 0 2. 1 – 10 3. 11 – 20 4. 21 – 30 5. 31 – 40 6. More than 40
9. What is your family's or your annual income?
1. < \$10,000 2. \$10,000-19,999 3. \$20,000-29,999 4. \$30,000-39,999
5. \$40,000-49,999 6. \$50,000-59,999 7. > \$60,000
10. Does your financial status require that you continue working for the next 5 terms? 1. Yes 2. No
11. Are you currently receiving financial aid? 1. Yes 2. No
12. County in which you now live. 1. Jefferson 2. Shelby 3. Blount 4. Chilton
5. St. Clair 6. Walker 7. Other
13. How many miles do you live from the campus where you are enrolled in nursing?
1. < 5 2. 5 – 10 3. 11– 20 4. 21 – 30 5. 31 – 40 6. 41 - 50 7. > 50
14. How many terms were you a student at Jefferson State before entering the nursing program?
1. 0 2. 1 3. 2 4. 3 5. 4 6. > 5
15. What is the highest level of education you held prior to enrollment at Jefferson State?

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1. GED
 2. High school diploma
 3. Some college; no degree
 4. EMT/Paramedic
 5. Associate degree
 6. Baccalaureate degree
 7. Master's degree
 8. Doctoral
 9. Other
16. How many times did you take the ACT before being admitted to the Nursing Program?
1. 1
 2. 2
 3. 3
 4. 4
17. How many times did you apply to the Nursing Program before being accepted?
1. 1
 2. 2
 3. 3
 4. > 3
18. How many times have you been formally admitted to a nursing program?
1. 1
 2. 2
 3. 3
 4. 4

**Appendix D
First Semester
Nursing Student
Contact
Information**

PLEASE PRINT

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Preferred _____

Email: _____

Emergency _____

Contact: _____ **Relationship:** _____

Phone: _____

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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.

SUGGESTED DEADLINES FOR A&P FORM SUBMISSION BUT TURN IN AS SOON AS POSSIBLE:
SPRING TERM: MAY SUMMER TERM: AUGUST FALL TERM: DECEMBER

Name: _____ Date of Request: _____ Student Number: A0

Current _____

Mailing _____

Address: _____

Phone _____ Email: _____

I am/was enrolled at:

Jefferson

Shelby-Day Shelby-Evening

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 1-3 days following A/P meeting for 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. Email them to lmstewart@jeffersonstate.edu.

*****For Office Use Only*****

Date received: _____

Received by: _____

Revised August 2023

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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 Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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JEFFERSON STATE COMMUNITY COLLEGE

Nursing Education Program Consent Form

Statement of Understanding-Administrative Code for the Alabama Board of Nursing

____(Initials) I have been instructed to review the Administrative Code for the Alabama Board of Nursing at www.abn.state.al.us 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-Guns and Weapons Policy

____(Initials) I understand possession while within College-owned or controlled property and clinical facilities, of firearms, explosives, other weapons, or dangerous chemicals is prohibited. I will be subject to disciplinary action(s) outlined in the College Catalog and Nursing Student Handbook if found in violation of this policy.

Statement of Understanding-Harassment Policy

____ 7(Initials) I understand any practice or behavior constituting harassment or discrimination shall not be tolerated on any campus or site nor in any division or department on college property and off-campus while engaged in any institutionally sponsored activities as published in the College Catalog & Student Handbook. I acknowledge receipt of the College's Harassment policy.

Hospital insurance Verification

____(Initials) My Initials indicate I have current hospitalization/health insurance, I understand I am required to maintain my policy in force. If I do not have or maintain the required Insurance, I understand 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 my medical information to affiliates for participation in clinical activities.

Consent for Clinical Rotation/Internship Contract

____(Initials) I understand 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 clinical rotation schedules are created by nurse faculty and not students. Clinical rotations may be scheduled during 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) College transcripts 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 NEP enrolled students 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 from or fails the first

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semester's NUR 112, they will have to reapply as a new student. Upon reapplication, 7 ranking points will be forfeited for having been enrolled in the nursing program.

Remediation may be requested by students who: (a) have had a failure or withdrawal from a NUR course beyond the first semester AND (b) have had only one attempt in the program AND (c) have maintained at least a 2.0 Jefferson State cumulative grade point average (GPA).

Acknowledgement of Receipt of Policies

I have received the following policies in print and have access to the online Nursing Student Handbook: Background Screening, Drug and Alcohol Screening Policies, Harassment, Guns, and Weapons, Social Media, and Electronic Devices. I agree to abide by each of the policies' stipulations.

Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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Alabama Community College System Concept Based Curriculum Progression Policy

Progression

To progress in the nursing program, the student must:

- a. Achieve a grade of C (75) or better in all required general education and nursing courses.
 - b. Be acceptable by clinical agencies for clinical experiences.
 - c. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 - d. Maintain program health requirements.
1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
 2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
 3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

Definitions

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

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

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Letter of Intent by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program.
6. Students are only eligible for reinstatement within one year from the term of withdrawal or failure
7. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program. The students should notify their faculty and/or chair of the extenuating circumstance(s) within the semester it occurs and prior to the final exam. The student must adhere to the nursing progression policy that reinstatement must occur within 1 year of failure or withdrawal and appropriate documentation must accompany the request.

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Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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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.

1st - Instructor

2nd - Campus/Program Chair

3rd - Associate Dean of Nursing

4th - Dean of Instruction

5th -VP of Academic Affairs

Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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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. Engages in conduct identified in the ABN 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.

Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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**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 about 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 because of the Drug and Alcohol Screen Policy, that confidentiality can no longer be maintained.

Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

Reviewed August 2023

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Jefferson State Community College Nursing Education Program

Drug and Alcohol Screen Policy Participation Form

Initials	
	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 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 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 random or incident testing may be required.
	If I fail to provide 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.
	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.
	I hereby release the laboratory, the on-site collection service, Jefferson State Community College, and the nursing faculty from any claim about the Drug and Alcohol Screen Policy.
	I understand that should any legal action be taken because of the Drug and Alcohol Screen Policy, that confidentiality can no longer be maintained.

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 releases the results to the chair of the nursing education program.

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Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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JEFFERSON STATE COMMUNITY COLLEGE NURSING EDUCATION PROGRAM

SEXUAL ASSAULT ELIMINATION ACT

POLICY STATEMENT: Jefferson State places a high priority on the safety of all students, employees, and visitors. Any type of harassment, abuse, physical violence, or intimidation is forbidden. Both college disciplinary procedures and criminal charges may be applied to these--offenses.

SEXUAL ASSAULT ELIMINATION.ACT BILL OF RIGHTS

1. Victims have the right to assistance from all members of faculty and staff in reporting allegations of harassment, abuse, physical violence, or intimidation.
2. Victims have the choice to report sexual violence offenses to law enforcement.
3. Victims have the right to report sexual offenses to college officials for **disciplinary procedures.**
4. Victims have the right to make anonymous complaints related to allegations of harassment, abuse, physical violence, or intimidation.
5. Victims have the right to confidentiality concerning allegations of harassment, abuse, physical violence, or intimidation.
6. Victims have the right to a thorough and professional investigation.
7. Victims have the right to know that penalties for criminal convictions include probation, restitution, fines, and imprisonment.
8. Victims have the right to know that college code of conduct proceedings have penalties ranging from probation, suspension, expulsion, termination of employment, and ban from college property.
9. Victims have the right to know that both the accused and the accuser have the right to appeal verdicts issued during college disciplinary proceedings.
10. Victims have the right to assistance with scheduling academic and working situations on campus when requested and when reasonably available, whether or not the event was reported to law enforcement.
11. Victims have the right to assistance by Campus Police in obtaining protection orders.

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I acknowledge that I have been advised of my rights as required in the Sexual Assault Elimination Act.

Student Signature

Date

Reviewed August 2023

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JEFFERSON STATE COMMUNITY COLLEGE NURSING EDUCATION PROGRAM

Harassment Policy Acknowledgement

By signing this document, I am indicating that I have read, received, understand, and agree to follow the harassment policy according to the guidelines, definitions, and descriptions included in the JSCC Harassment policy.

Student Signature

Date

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POLICY: SOCIAL MEDIA

Social media are defined as, but not limited to, web-based or mobile technologies used for interactive communication. Example of social media include but are not limited to blogs, texting, YouTube, social networking sites such as Facebook, Twitter, Instagram, etc. Regardless of the forms of media used, students are responsible for the content they post or promote.

Students in the Jefferson State Nursing Program are prohibited from disclosing through social media any of the following:

1. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). Ex. Using patients' name (any identifier including initials, hospital name, etc.) and personal health information in any way.
2. Confidential, or proprietary information about families, clinical facility staff, or clinical institutions.
3. Copyrighted or intellectual property belonging to the faculty or the College.
4. Clinical discussions that include identifiable information related to patients, families, or clinical facilities.
5. Stating personal opinions as being endorsed by the Nursing Program.
6. Using information and conducting activities that may violate Jefferson State's Nursing Program policies.
7. Accessing any personal social networking sites while in the clinical setting.
8. Acting in any manner violating Jefferson State's Harassment Policy.
9. Violation of this policy may result in dismissal from the clinical site with unsatisfactory performance for each day of the violation, course failure and/or permanent dismissal from the nursing program.

Nursing students and nurses should be aware that social media, utilized incorrectly, might violate privacy and confidentiality. Please review the ABN Administrative Code §610-X-8-.02 - Grounds for Discipline of an Initial License or Denial of a License.

Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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JEFFERSON STATE COMMUNITY COLLEGE NURSING EDUCATION PROGRAM

POLICY: ELECTRONIC DEVICES

1. All electronic devices utilized by students will be kept on silent during classroom or lab time activities.
2. 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.
3. **Students may not carry a cellphone, iWatch, Fitbit, or similar electronic device in the clinical facility unless approved by clinical instructor.**
4. Only **approved** electronic devices such as iPads, Kindles, etc. will be allowed in the clinical setting for clinically related reasons. **These devices must be approved with your course coordinator.** If the electronic device is not approved by your course coordinator prior to the start of clinical, the student will receive a clinical unsatisfactory for that day and until the device is approved. 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.
5. No photographs, text messages, or audio/videos are allowed in or on any part of the clinical facility.
6. For emergency situations, provide your emergency contact with a number for the clinical unit/location and the nursing suite.

Violation of this policy may result in course failure and/or permanent dismissal from the Nursing Education Program.

Student's Printed Name	Witness' Printed Name
Student's Signature	Witness' Signature
Date	Date
Student ID#	

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JEFFERSON STATE COMMUNITY COLLEGE STUDENT AGREEMENT FOR SIMULATION

As a student in the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients, scenarios, and fellow students. I will uphold the requirements of the Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work.

I agree to adhere to the following guidelines:

- ___ All patient information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of the Academic Honesty Code and the Simulation Laboratory Policy.
- ___ This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- ___ I understand that there is a continuous audiovisual digital recording in the Simulation Laboratories and debriefing rooms. I consent to audiovisual digital recording while I am present in the lab and debriefing rooms. 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.
- ___ 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.
- ___ 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.
- ___ The simulation manikins are to be used with respect and be treated as if they were live patients.

Signature below states that you have read and agree to the Student Agreement for Simulation.

Printed Name: _____

Signature: _____

Instructor: _____

Course Name: _____ Date: _____

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JEFFERSON STATE COMMUNITY COLLEGE

NURSING SKILLS LAB RULES, SAFETY, AND GUIDELINES AGREEMENT

As a student in the Skills Lab, I understand and agree to the following guidelines:

_____ 1. I will be prepared to participate in the laboratory experience upon arrival having read assigned text(s), watching skills videos, etc.

_____ 2. I will NOT eat, drink, chew gum, have my cell phone, or smoke in the skills lab.

_____ 3. I will use all lab equipment and models appropriately. If I have any questions or problems, I will contact my lab instructor.

_____ 4. Under no circumstances may I remove any material from the skills lab.

_____ 5. I acknowledge only students enrolled in the class are allowed into the skills lab. Absolutely NO children will be allowed in the skills lab.

_____ 6. I will report any incidents immediately, no matter how minor, to my instructor.

_____ 7. I will return all materials and equipment to the appropriate place when I am finished in the skills lab.

_____ 8. I may only access the skills lab during scheduled laboratory sessions or posted open lab hours. I understand an instructor will be present during all lab experiences.

_____ 9. I will follow aseptic techniques while in the skills lab including handwashing before and after lab and disinfecting equipment after use.

_____ 10. I understand any violation of these rules may result in denial of lab access.

Student Name (Printed): _____ Date: _____

Student Signature: _____

Admit Term/Year: _____

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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
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

GRADUATING NURSING STUDENT SURVEY – RN

Please rate your level of satisfaction with the following:

		Highly Satisfied	Satisfied	Somewhat Satisfied	Dissatisfied
1.	Academic advising				
2.	Student influence on academic decisions				
3.	Nursing building facilities				
4.	Clinical facilities				
5.	Bookstore				
6.	Library services/resources				
7.	Audio/video resources within the nursing program				
8.	Campus security				
9.	Quality of instruction in general education courses (BIO, MTH, PSY, HUM, ENG)				
10.	Quality of instruction in NUR 112 (Fundamental Concepts of Nursing)				
11.	Quality of instruction in NUR 113 (Nursing Concepts I)				
12.	Quality of instruction in NUR 114 (Nursing Concepts II)				
13.	Quality of instruction in NUR 115 (Evidence Based Clinical Reasoning)				
14.	Quality of instruction in NUR 211 (Advanced Nursing Concepts)				

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15.	Quality of instruction in NUR 221 (Advanced Evidence Based Clinical Reasoning)				
16.	Nurse faculty's supervision during clinical experiences.				
17.	Hospital personnel's interest in and attitude toward students.				
18.	Your overall level of satisfaction with the quality of education received from the Nursing Education Program.				

If you responded dissatisfied to any of the above items you may provide more detail here: _____

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

		Well Prepared	Prepared	Somewhat Prepared	Poorly Prepared
19.	Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.				
20.	Patient-Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.				
21.	Nursing Judgement: Make judgements in practice, substantiated with evidence,				

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	that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.				
22.	Informatics: Use informatics and technology to communicate, manage knowledge, mitigate error, and support decision making.				
23.	Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.				
24.	Professional Identity: Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practice, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.				
25.	Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.				
26.	Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.				
27.	Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve				

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	the quality and safety of health care systems.				
28.	Evidence-Based Practice: Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care.				

29. If you know the facility and unit where you plan to work, please indicate here _____.

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

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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 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. I also understand that certain clinical facilities may refuse to allow me to participate in clinical experiences without documentation of immunity to these illnesses. I am aware facilities may require me to wear a mask while participating in clinical activities or refuse to allow me to participate in clinical activities. In this event, the Nursing Education Program will attempt to find an alternate clinical site, but this cannot be assured.

With the understanding indicated above, I decline to have the Hepatitis B vaccine now 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

Reviewed August 2023

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JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

IMMUNIZATION DECLINATION FORM

I understand that, due to the nature of my responsibilities as a nursing, 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 Nursing Education Program, 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. I am aware facilities may require me to wear a mask while participating in clinical activities or refuse to allow me to participate in clinical activities. In this event, the Nursing Education Program will attempt to find an alternate clinical site, but this cannot be assured.

My signature indicates my understanding of the potential immunization declination repercussions outlined above.

Signature _____ Date

With the understanding above, I decline to have the following immunizations:

_____ Flu _____ Hepatitis B
_____ MMR – measles, mumps, rubella _____ Varicella – chicken pox
_____ Tetanus

I decline to have immunizations at this time for the following reasons (please state):

_____ Pregnancy – I am aware another vaccination declination form must be completed after delivery if I want to continue to decline vaccinations.

_____ Other – please provide specific rationales(s):

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 Nursing Education Program.

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

Name (please print) _____ Student ID #

Signature _____ Date

Reviewed August 2023

APPENDIX D
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

INCIDENT/ACCIDENT REPORT

Name:	SS#
Patient's Name:	Room#:
Patient's Hospital Number:	Date/Time of Incident/Accident:
Agency/Affiliation Site:	Exact Location of Incident/Accident:
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	

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JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

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

Reviewed August 2023

APPENDIX D
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

SIMULATION LAB CONFIDENTIALITY AGREEMENT

As a student in the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients, scenarios, and fellow students. I will uphold the requirements of the Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work.

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 Academic Honesty Code and the Simulation Laboratory 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 the Simulation Laboratories and debriefing rooms. I consent to audiovisual digital recording while I am present in the lab and debriefing rooms. 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. _____
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 below states that you have read and agree to the Student Agreement for Simulation.

Printed Name: _____

Signature: _____

Instructor: _____

Course Name: _____ Date: _____

Reviewed August 2023

APPENDIX D

Jefferson State Community College
Nursing Education Program Medical Form

Student Name: _____ A# _____

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

Phone number: _____ Alternate number: _____

This medical form MUST be completed by the due date
Failure to do so may negatively impact your ability to complete the nursing program.

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 JSCC 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: _____

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 ESSENTIAL FUNCTIONS, page 2) YES _____ NO _____

Additional Comments: _____

Physician / CRNP Name (Please Print)

Signature: _____

Address: _____

Date of Exam _____ Phone Number _____

APPENDIX D

<p style="text-align: center;">THE ALABAMA COLLEGE SYSTEM NURSING PROGRAMS ESSENTIAL FUNCTIONS</p> <p>The Alabama College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodations may be provided for individuals with disabilities.</p> <p>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:</p> <p>2) Sensory Perception</p> <ol style="list-style-type: none"> 1. Visual <ol style="list-style-type: none"> a) Observe and discern subtle changes in physical conditions and the environment b) Visualize different color spectrums and color changes c) Read fine print in varying levels of light d) Read for prolonged periods of time e) Read cursive writing f) Read at varying distances g) Read data/information displayed on monitors/equipment 2. Auditory <ol style="list-style-type: none"> a) Interpret monitoring devices b) Distinguish muffled sounds heard through a stethoscope c) Hear and discriminate high and low frequency sounds produced by the body and the environment d) Effectively hear to communicate with others 3. Tactile <ol style="list-style-type: none"> a) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics 4. Olfactory <ol style="list-style-type: none"> a) Detect body odors and odors in the environment <p>3) Communication/ Interpersonal Relationships</p> <ol style="list-style-type: none"> 1. 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 2. Work effectively in groups 3. Work effectively independently 4. Discern and interpret nonverbal communication 5. Express one's ideas and feelings clearly 6. Communicate with others accurately in a timely manner 7. Obtain communications from a computer <p>4) Cognitive/Critical Thinking</p> <ol style="list-style-type: none"> 1. Effectively read, write, and comprehend the English language 2. 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 3. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator 4. Satisfactorily achieve the program objectives 	<p>others.</p> <ol style="list-style-type: none"> 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) Transport self and client without the use of electrical devices. i) Walk without a cane, walker, or crutches 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 t) Professional Behavior <ol style="list-style-type: none"> i. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others ii. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client iii. Handle multiple tasks concurrently iv. Perform safe, effective nursing care for clients in a caring context v. Understand and follow the policies and procedures of the College and clinical agencies vi. Understand the consequences of violating the student code of conduct vii. Understand that posing a direct threat to others is unacceptable and subjects one to discipline viii. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing ix. Not to pose a threat to self or others x. Function effectively in situations of uncertainty and stress inherent in providing nursing care xi. Adapt to changing environments and situations xii. Remain free of chemical dependency xiii. Report promptly to clinicals and remain for 6-12 hours on the clinical unit xiv. Provide nursing care in an appropriate time frame xv. Accepts responsibility, accountability, and ownership of one's actions xvi. Seek supervision/consultation in a timely manner xvii. Examine and modify one's own behavior when it interferes with nursing care or learning <p style="text-align: center;">STUDENT STATEMENT</p> <p>I have reviewed the Essential Functions for this program, and I certify that to the best of my knowledge I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary to</p>
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APPENDIX D

<p>5) Motor Function</p> <ol style="list-style-type: none">1. Handle small delicate equipment/objects without extraneous movement, contamination, or destruction2. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self, or others3. Maintain balance from any position4. Stand on both legs5. Coordinate hand/eye movements6. Push/pull heavy objects without injury to client, self, or to	<p>evaluate my ability prior to admission to the program and for retention and progression through the program. Describe any special accommodations requested on a separate sheet.</p> <p>▶</p> <hr/> <p>Student's Signature</p> <hr/> <p>Date</p>
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APPENDIX D
JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM
STUDENT GUIDELINES FOR APPRENTICESHIP

1. Apprenticeship opportunities start in NUR 113. Students are required to pass all Background Screening and Drug and Alcohol Testing to be eligible for the apprenticeship program and be eligible to stay in the program.
2. Obtain ABN Apprenticeship Permit. Cost is \$50.00 If you get out of progression, the ADON and clinical facility need to be notified. All apprenticeship opportunities are suspended if the apprentice gets out of progression with the nursing program. If eligible to restart the apprenticeship program, the ABN permit must be purchased again. The permit is invalid if out of progression.
3. To be eligible for the Apprenticeship Program, the candidate must make a **B** in NUR 112. If accepted into the apprenticeship program in NUR 113, the student must maintain a grade of eighty (80) or above. If grade falls below 80, student will need to meet with course instructor to discuss practical solutions to increase course grade. Mentor will be made aware of course grade.
4. Student must not miss more than 10% of nursing classes without a valid excuse.

Attendance will be reported to clinical facility and mentor. If attendance is reported at greater than 10% without a valid excuse, the apprenticeship opportunity may be suspended.
5. All validations (including math) must be passed and completed prior to starting the clinical apprenticeship.
6. You must notify the Associate Dean of Nursing (ADON) and course coordinator if withdrawing from the course for any reason.
7. Please give contact information for your course instructor to your Mentor.
8. Negotiate dates and times to complete your clinical days. You must work the scheduled days and times as your Mentor unless directed differently from the clinical facility. (For example, if the mentor starts at 0645, so must you.) Remember you must complete all clinical hours required for your nursing course. Do not get behind on your hours. Use your course clinical schedule as a guide.
9. Get the Jeff State Student Mentor Agreement Form Signed with your Mentor, Sign the Jeff State Attestation Form, and Complete the FERPA Forms on the website. Submit a copy of the completed "Student-Apprenticeship Agreement" to the clinical educator or the ADON prior to or just after your 1st Apprenticeship Day. These include all clinical rotations done outside of your main clinical unit. If your days change for any reason, you must notify the ADON or clinical educator and course coordinator. We will be making clinical visits to your unit (s) frequently and need to know where you are in the facility and if your days have changed, we need to know.

APPENDIX D

10. Inform the mentor of the location of the Nursing Student Handbook on the Nursing Page on the Jefferson State website. file:///C:/Users/A00375976/Downloads/2022-2023-NUR-Student-Handbook-3-16-23.pdf

11. All pre-clinical and pre-simulation assignments must be completed and turned in to your instructor per their instructions.

12. All required clinical paperwork and documents for clinical must be completed and turned in on time. Feedback should be given from Mentor regarding paperwork. A copy of the paperwork should also be sent to your course coordinator.

13. At the completion of the apprenticeship experience, make sure your mentor has completed your clinical evaluation, initialed all your days, and both of you have signed your evaluation form. Return this to the ADON or clinical educator. Make sure to get all signatures.

14. If there are problems or issues that arise during your apprenticeship, please contact the clinical educator, Casey Ramsey @ casey.ramsey@jeffersonstate.edu; 205-856-7771 or Anita Naramore-ADON @ anaramore@jeffersonstate.edu; 856-6028; or make an appointment with ADON.

15. At the end of the semester, you must turn in all completed required forms to Casey Ramsey or Anita Naramore containing the following:

a. Clinical Evaluation

b. Student-Apprenticeship Agreement.

c. Summary Log sheet. Hours should total all your entries in Workhands.

d. Student Evaluation of Mentor

e. Student Evaluation of the Experience

16. While on the unit, no cell phones are permitted, except to use as a reference. This should be done discreetly. NO PERSONAL PHONE CALLS OR ANY OTHER USE OF THE CELL PHONE WHILE ON THE UNIT. Follow your cell phone and social media policy outline in your Nursing Student Handbook.

17. Fully approved uniform is expected. Always wear your JSCC nursing ID badge when performing clinical days required for the nursing program.

Remember:

Keep the mentor informed of your needs and your strengths. Make sure you abide by the ABN competencies. Be assertive (not aggressive). Make effective use of this experience. This apprenticeship will only be as good as you make it. **IF IN DOUBT, DON'T-ASK QUESTIONS FIRST**

APPENDIX D

APPRENTICESHIP

Student: _____ Semester/Year: _____

Guidelines:

- During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
- The program sponsor or its designated apprenticeship committee must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
- Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.
- **Field Training** – Mentor has provided training and demonstration of task to the apprentice.
- **Demonstrates Task** – Apprentice can perform the task with some coaching from mentor.
- **Proficient in Task** – Apprentice performs task properly and consistently under mentor supervision.
- **Completion Date** – Date apprentice completes final demonstration of competency.

1. Basic Competencies	Validated by JSCC	Field Training by Mentor	Demonstrates Task Under Mentor Guidance	Proficient in Task Under Mentor Supervision	Completion Date
1.1. Perform hand hygiene					
1.2. Apply personal protective equipment					
1.3. Assist patients with ambulation, including but not exclusive to use of mobile assistive devices such as walkers, canes, crutches, gait belts, and wheelchairs					
1.4. Position and transfer patients					
1.5. Perform restorative care to include active and passive range-of-motion exercises and contracture care					
1.6. Perform hygiene care including bed baths, urinary catheter care, and ostomy care					

APPENDIX D

1. Basic Competencies	Validated by JSCC	Field Training by Mentor	Demonstrates Task Under Mentor Guidance	Proficient in Task Under Mentor Supervision	Completion Date
1.7. Assist patients with activities of daily living such as feeding, clothing, care of teeth and hair, toileting					
1.8. Perform skin care and pressure ulcer prevention, turning					
1.9. Apply sequential compression stockings and/or devices					
1.10. Communicate with patients and families using therapeutic communication methods					
1.11. Perform comprehensive physical assessment to include identification of normal and abnormal findings					
1.12. Document assessments, vital signs, medications, etc.					
1.13. Assist with admission and discharge of patients (May perform the initial intake assessment and discharge instructions)					
1.14. Obtain vital signs, including blood pressure, pulse, respirations, height/weight, and oxygen saturation					
1.15. Obtain blood glucose readings and appropriately document and disclose results					
1.16. Perform 12-lead EKG					
1.17. Administer enemas					
1.18. Perform ostomy care					
1.19. Collect non-intravenous and non-arterial specimens					
1.20. Perform wet to dry and clean dressings					

APPENDIX D

1. Basic Competencies	Validated by JSCC	Field Training by Mentor	Demonstrates Task Under Mentor Guidance	Proficient in Task Under Mentor Supervision	Completion Date
1.21. Apply steri-strips, removes bandages and staples/suture					
1.22. Apply cold and heat therapies					
1.23. Provide care for casts, traction, pins, and air splints					
1.24. Insert, provide suction, and remove nasogastric tubes					
1.25. Administer enteral and nasogastric tube feedings					
1.26. Administer oxygen therapy and perform airway management					
1.27. Administer Incentive Spirometer therapy					
1.28. Provide oral, nasal, and tracheal suctioning					
1.29. Apply restraints only as facility policy allows and under the supervision of the Journey Worker (preceptor) nurse					
1.30. Administer medications by oral, intra-muscular, subcutaneous, otic, ophthalmic, nasal, nebulizer, or tube routes excluding racemic epinephrine by nebulizer. Administer narcotics only as allowed by facility policy and under the supervision of the Journey Worker (preceptor) nurse.					
1.31. Follow safety precautions for fall prevention, seizures, etc.					
1.32. Perform end-of-life care					
1.33. Perform post-mortem care					

APPENDIX D

2. Advanced Competencies	Validated by JSCC	Field Training by Mentor	Demonstrate Task Under Mentor Guidance	Proficient in Task Under Mentor Supervision	Completion Date
2.1. Apply sterile gloves/surgical gowning and gloving (may be performed in first time period)					
2.2. Empty and care for surgical drains such as Jackson-Pratts, Hemovacs, and etc.					
2.3. Insert and remove urinary catheters					
2.4. Straight catheter insertion and removal					
2.5. Insert intravenous (IV) catheters and provide IV therapy (May not start IVs on neonates)					
2.6. Administer IV piggy-back medications. IV push medications only administered if healthcare facility policy allows.					
2.7. Preparing primary IV container and tubing					
2.8. Converting a primary IV line into a saline lock					
2.9. Peripheral lab draw using a butterfly needle and syringe					
2.10. Discontinue IV therapy					
2.11. Perform endotracheal tube suctioning, care, and dressing changes					
2.12. Perform central line dressing changes as healthcare facility policy allows					
2.13. Perform sterile dressing procedures pending facility policy					
2.14. Perform routine care of chest tubes					
2.15. Delegate tasks to other healthcare personnel (other RNs, nursing assistants/care					

APPENDIX D

2. Advanced Competencies	Validated by JSCC	Field Training by Mentor	Demonstrate Task Under Mentor Guidance	Proficient in Task Under Mentor Supervision	Completion Date
techs)					
2.16. Perform assessments on adult patients, pediatric patients, pregnant patients, post-partum patients, and newborns					
2.17. Care for patients in labor and delivery to include but not limited to applying and monitoring external fetal heart tone (FHT) and uterine contraction monitors (TOCO), monitoring internal FHT and uterine contraction monitors, conducting nonstress tests, checking for cervical dilation and effacement, obtaining vaginal cultures, assisting with epidurals, and assisting with deliveries.					
2.18. Administer care of the newborn, including but not limited to assessing the cord and obtaining cord blood, determining Apgar scores, taking measurements, administering vitamin K, Hepatitis vaccine, and erythromycin ointment; and performing heel sticks for PKU and glucose monitoring, monitoring phototherapy, and assisting with circumcisions.					
2.19. Manage post-partum care including but not limited to episiotomy care, assessing for postpartum hemorrhage, and assisting with breastfeeding.					

APPENDIX D

Skills that may **NOT** be performed by a nurse apprentice include:

- a. Administration and discontinuation of blood or blood products
- b. Administration of IV chemotherapy
- c. Taking verbal or phone orders without the presence of the licensed nurse preceptor
- d. Transporting a patient alone when an RN is required
- e. Providing second signature/check for controlled drugs, blood products, and medications listed as requiring independent double-checking
- f. Witnessing consents
- g. Any skills for which the student nurse apprentice has not been cleared by the nursing education program

APPENDIX D

Preceptor and Faculty Checklist

EXPECTATIONS OF PRECEPTORS		
	Date	Initial
Review Nursing Education Program (NEP) policies regarding student preceptor guidelines,		
Communicate start date and time with student		
Review documents related to the clinical course and seek clarification if needed		
Review Family Educational Rights and Privacy Act (FERPA) https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html		
Orientation		
Orient student to clinical site, clinical site policies, EHR, and clinical team.		
Discuss course objectives, course requirements, student learning goals, and clinical experience expectations with the student		
Outline appropriate tasks, patient cases, and caseload for each day		
Establish plan for student progression from observing to conducting visits with minimal intervention		
Clinical Experience		
Model clinical skills and professional/ethical behaviors for student learning		
Ensure all invasive clinical interventions are supervised by licensed RN		
Include student as part of the healthcare team and encourage interprofessional collaboration between student and other team members		
Verify student clinical hours		
Communication		
Communicate to faculty pertinent feedback regarding student performance and learning progression related to course expectations and requirements		
Be available for virtual, face-to-face visits, or phone calls		
Evaluation		
Complete appropriate evaluation forms at intervals outlined in course		
Discuss evaluation(s) with student providing constructive feedback on strengths, weaknesses, and a plan for improvement		
Submit all course required documents to the nurse faculty		

Preceptor Signature _____ **Date** _____

APPENDIX D

Preceptor and Faculty Checklist

EXPECTATIONS OF FACULTY		
	Date	Initial
Communicate start date and time with preceptor/clinical site point of contact		
Identify preceptor’s preferred method of communication		
Send documents related to preceptor clinical course to preceptor		
Review expectations of preceptor and student roles		
Discuss course objectives, course requirements, student learning goals, grading, documentation guidelines and clinical experience expectations with the preceptor		
Orientation		
Provide Faculty Contact information to preceptor		
Discuss the purpose, frequency, length, and number of site visits with the preceptor.		
Offer face-to-face or online orientation		
Clinical Experience		
Monitor the student throughout the preceptor experience		
Review and confirm clinical hours		
Communication		
Engage in open communication with preceptor regarding student performance		
Schedule virtual, face-to-face, or phone visits with preceptor and student, as needed		
Evaluation		
Collect and review evaluation forms completed by the preceptor and student at intervals		
Discuss evaluation(s) with student providing constructive feedback on strengths, weaknesses, and a plan for improvement		
Review final evaluation submitted by preceptor, discuss with student and have student sign		
Provide preceptor with feedback about student’s preceptorship experience based on student evaluation of preceptor, as needed		

Faculty Signature _____ **Date** _____

APPENDIX D
Journey Worker Credentialing Form

I. PERSONAL INFORMATION:

Last Name: _____ First Name: _____ MI: _____

Street Address: _____ City: _____

State: _____ ZIP: _____ Phone Number: _____

Email Address: _____

II. EDUCATION

Include all educational institutions attended, starting with the latest attended first. Include programs that are currently in progress.

Name of Institution	Degree/Specialization	Dates Enrolled	Degree Earned

III. EMPLOYMENT

Include all healthcare-related employment history, starting with the latest employment first.

Name of Institution	Title of Position	Dates Employed	Specialization

IV. LICENSURE/CERTIFICATIONS

Nursing License Number: _____ State: _____

Certification Name	Certifying Agency	Certification Dates	Certification Number

Signature: _____ Date: _____

APPENDIX D

**CHECKLIST FOR RETURNING REQUIRED
APPRENTICESHIP PAPERWORK**

**You must turn in all the forms below in a folder or envelope
IN THIS ORDER. Do not staple together. (Except the
CLINICAL evaluation itself.)**

Clinical evaluation: completed and signed by Mentor and signed/dated by you (Will be given to course coordinator to sign off on other clinical hours not obtained at your Apprenticeship Employer site).	
Make sure all clinical hours for apprenticeship are documented in the Work Hands App	
Summary Log for Apprenticeship Hours counted toward clinical hours	
Mentor evaluation	