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Welcome to the Coastal Alabama Community College Nursing Program. Nursing is a challenging and rewarding profession. The faculty at Coastal Alabama Community College are delighted that you have chosen nursing as your educational goal. We intend to challenge you academically and personally in order to prepare you to become a clinically competent and productive member of the healthcare team.

The purpose of this handbook is to provide nursing students with information regarding the policies of the nursing department. The Nursing Program operates within the policies of Coastal Alabama Community College (Coastal Alabama). Nursing students are primarily obligated to follow all policies and procedures as detailed in the nursing student handbook in addition to policies and guidelines as published in the Coastal Alabama Catalog/Student Handbook. Policies that differ in the nursing student handbook take precedence over College policies. College policies are published in the Coastal Alabama Catalog and are assessable to all students.

Nursing students are responsible for being informed and for following the policies in this handbook. This handbook is applicable to each nursing course in the nursing curriculum. The nursing faculty will be available to discuss any concerns regarding the handbook. No policies are infallible and if any are found to be inoperable, the faculty shall welcome constructive suggestions for change. The nursing faculty bid you a sincere and warm welcome as you enter the program.

Disclaimer

This handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with the College catalog. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, or regulations; (2) the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, that may be applicable to students in this department.

Nondiscrimination Policies

It is the official policy of the Alabama State Department of Postsecondary Education and Coastal Alabama that no person in Alabama shall, on the grounds of race, color, qualified disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Coastal Alabama Community College complies with nondiscriminatory regulations under Section 504, Title II, Title VI and IX of the Civil Rights Act. Questions or concerns regarding Section 504, Title II should be directed to the Dean of Student Development.

The President of Coastal Alabama Community College has the assigned responsibility to Title VI and IX as follows:

Students with questions that are academic in nature should contact the Dean of Workforce Development and Technical Programs, telephone (251) 580-4882.

Students with questions that are non-academic in nature should contact the Dean of Student Services, telephone (251) 580-2122.
ACCREDITATION

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees and certificates at the community college level.

1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501

Coastal Alabama Community College’s nursing programs are approved by the Alabama Board of Nursing.

Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, AL 36130-3900
(334) 242-4060
www.abn.state.al.us

Coastal Alabama Community College’s nursing programs are accredited by the Accrediting Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, BA 30326
(404) 975-5000
www.acenursing.org
STUDENT POLICIES AND PROCEDURES

Please refer to the Coastal Alabama Catalog/Student Handbook for information on the college’s general academic policies.

CLASSROOM POLICIES

Attendance
Only approved students may attend nursing courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student’s orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed and for obtaining the material or audiovisuals for that class.

Classroom Interaction
Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class is considered rude and disruptive and is grounds for dismissal from the class at the instructor’s discretion. Students dismissed from a class must meet with the class instructor or division chair before allowed to return.

Access to Instructors
Students will be able to meet their instructor during designated office hours/tutoring hours. Office hours are posted outside each faculty member’s office and in the course syllabus. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

Canvas (Web-enhancement)
All nursing students should have daily access to a computer as all nursing courses are web-enhanced. Several assignments as well as instructional tools may be posted on Canvas. Students are expected to check Canvas daily in order to stay current with classroom assignments. All “Canvas” tools are for class instructional use. All comments and postings not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College’s academic code of conduct. It is advised that students do not disclose their log-in to any other individual. Doing so may compromise the integrity and security of the system and its contents. Doing so may result in disciplinary action.

Records Due Date
Immunizations, CPR, drug testing, background screening, and proof of medical insurance are tracked through a web based system called CastleBranch. All records are to be submitted to CastleBranch prior to the beginning of the semester in which they come due. Students receive notification through their Coastal email account regarding due dates. Students will not be allowed to attend classes or clinicals until requested information has been received. Turning in records by the due date specified by the nursing program constitutes a quiz grade of ‘100’. Failure to turn in the requested information by the date specified will result in a quiz grade of ‘0’. It is the responsibility of the student to verify that records are complete.
Copies of Records
Students will be able to access their individual health records and CPR in CastleBranch through completion of the program and after graduation. The nursing department will not provide copies of health records.

Student Record Maintenance
Students should keep the nursing program and Office of Admissions updated on any changes in name, address, or phone number.

Written Assignments
The nursing faculty believes that written papers are an expression of the individual. It is expected that all written work will reflect clear, correct, and responsible use of language and grammar. All written assignments must be prepared according to the guidelines in the course syllabus. Plagiarism is the copying from the work of another word for word or in substance and offering the copy as one’s own work for credit. This includes purchased or borrowed papers. Written work must be the student’s own work unless proper credit is given to the original author.

Academic Honesty
Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the nursing profession, dishonesty or unprofessional conduct could affect the health or safety of patients. To promote professional conduct and personal integrity, it is imperative that each student do his/her own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the college. Please see the College Student Handbook for general policies on academic honesty.

Academic dishonesty includes but is not limited to:
- copying from another student’s work, test, or paper (INCLUDING CLINICAL PAPERWORK), or allowing another to receive credit for your work
- looking at another student’s exam or allowing another student to look at your exam
- collaboration with another student or any person(s) during an exam
- use of anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle)
- obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam
- bribery to obtain exam information
- SHARING or RECEIVING information about an exam from ANOTHER SECTION OR CLASS GROUP
- breach of test security
- unauthorized tape-recording or note-taking of a test review
- plagiarism
- failure to report any of the above behaviors or other dishonest behaviors when witnessed

If an exam monitor suspects an incident of academic dishonesty, the student will be referred to the Division Chair or Dean of Student Services.

Audio and Video Taping Guidelines
Taping of content in classroom or lab sessions is permitted only with the permission of the instructor who is presenting the content. No recording of any type (audio, visual, written, etc.) is allowed during exam reviews.
Cell Phone Policy
Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads, “smart” watches), and their attending noise are distracting to both faculty and students in classrooms, labs, and testing centers. The classroom, lab, and testing areas are inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, Dean of Instruction, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by students is a violation of the student code of conduct.

Copier Usage
The office copier is not for student use. Students may make copies in the library for a minimal fee.

Minors on Campus
No employee, student, or visitor should bring minors not enrolled as Coastal Alabama students to class or leave minors unattended at the College. Unattended minors on campus may be referred to the campus police or to the Department of Human Resources for assistance.

Accommodations for Americans with Disabilities
It is the student’s responsibility to provide appropriate disability documentation to the College’s Americans with Disabilities Act (ADA) Coordinator, located in the Division of Student Development, in order to receive reasonable accommodations for classes. It is the student’s responsibility to inform respective instructors of the need for reasonable accommodations or for assistance with classes.

School Closing
It may become necessary to close the College because of severe weather, adverse road conditions, or other emergencies. Closing of the College also includes cancellation of off-campus clinicals. Students who have signed up for the Mass Notification System are notified of inclement weather, school closings, and other emergencies by e-mail and cell phone text. Students may, also, obtain information for closings by listening to local television and radio stations or by checking the College website, if operational.

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

Students are not to make negative or disparaging or unprofessional remarks about fellow students, college employees, patients, patient visitors, clinical sites or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.
TESTING AND GRADING POLICIES

Grading
No rounding of test scores is done (i.e. 78.6 is 78.6) except for the final course grade. The final course grade is rounded (0.5 or higher is raised to the next whole number).

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

Note that a ‘C’ requires a grade of 75-79 in all courses with a NUR prefix. Students are encouraged to study at least one hour per course credit hour (i.e. 3 hours per week for a 3 credit hour course).

Most nursing courses consist of a combination of theory, laboratory and clinical components. Laboratory and clinical grades are assigned by pass/fail ranking. Students who fail the laboratory and/or clinical component of a course but earn a C or higher in the theory portion of the course; fail the course. Students who pass the laboratory and/or clinical component of a course but fail the theory portion of the course with a D or F fail the course. Students who have failed the clinical component may not continue to attend class. Students have until the last date of withdrawal in any one semester to withdraw from a course. Once the withdrawal date has passed, students will receive an F for the final grade.

Dosage Calculation Exams
A dosage calculation exam is given the first day of each semester starting with NUR 113 regardless of whether the course is scheduled for that day. Students must pass the dosage calculation exam with a minimum of 80% by the 2nd attempt to be allowed to attend clinicals and to continue in the course. The second attempt is given the second day of each semester regardless of whether the nursing course is scheduled for that day, allowing for successful completion prior to the end of drop/add. Students who withdraw prior to the end of drop/add are not registered for the course; therefore, an attempt of the course is not recorded. Students may also choose to withdraw prior to the last date of withdrawal to receive an ‘F’ for a grade. Either would constitute an attempt in the program. Students who have not successfully passed the dosage calculation exam are not allowed to continue in the course.

Exam Reviews
Exam reviews will be held at the discretion of the instructor. Attendance is encouraged. Every attempt is made to review within one week of the date for which a test was given. During test reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders, cell phones, etc. are not allowed. Disputes related to test items are not discussed during test reviews. Any student who disagrees with a keyed answer on a test item must complete the “Request for Instructor Review of Test Items” form. The form for review of test items must be submitted within 72 hours from the date the exam was given or from the date the exam was reviewed, whichever is the latest. The instructor and another faculty member, or the director of nursing will review the question. The student is to be provided feedback within one week of submission. Test reviews may be terminated if the class becomes disruptive. Students must then, schedule an appointment with the instructor to review the test individually. Any student who wishes to review a test individually must make an appointment with the instructor within one week from the time of test review. Students may be allowed to review a photocopy of their test scantron sheet in the presence of the instructor during individual exam review. Students may only view the previous exam. No student will be allowed to review exams the week before final exams, and at no time may students request to review all scantrons from a course. For final exam review, an appointment must be made with the instructor.
Achievement Exams
Achievement exams are given each semester. These exams measure the students’ learning preparedness regarding specific areas of nursing. Fees for these exams are included with course registration. Students whose results fall below the expected level will be assigned remediation in order to improve their knowledge base. Policies for grading of achievement exams are specified in each course syllabus. Final comprehensive achievement exams for the practical nurse are given at the end of the third semester and for the registered nurse are given at the end of the fifth semester. Students must make a score that reflects a moderate to high probability of passing the National Council Licensure Exam (NCLEX). Failure of the student to meet this requirement will result in remediation until desired probability of passing NCLEX is achieved. The student will receive an “I” (incomplete) until remediation work is completed and a grade of ‘C’ or higher is submitted in place of the incomplete.

Mid-Term Progress
A mid-term progress report is given to each student as notification of his/her academic progress in each nursing course. If absent on that day, it is the student’s responsibility to obtain the report.

Final Exam Schedule
The final exam schedule for nursing courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule.

Make-up Exams/Missed Exams
Only one make-up exam is allowed. If more than one exam is missed, a grade of zero will be given for that exam. All make-up exams will be administered within a week of the last withdrawal date. Students who miss the assigned make-up date will receive a zero for that exam. Make-up exams are subject to be different from the original exam. Early exams are given only by the discretion of the instructor for extenuating circumstances.

If a student presents for lecture on the same day as a missed exam, the student will not be allowed to attend lecture unless there are extenuating circumstances as determined by the Director of Nursing (or the instructor in the absence of the director).

Exam Procedures
It is essential that testing times are quiet. Once a student leaves the testing area, the student will not be allowed to return until all students have completed testing. Pencils, tests, answer sheet forms, and calculators if specified, are the only items allowed on the desk for exams. Calculators and “smart” watches are not allowed for testing unless specified. If allowed, calculators must have instructor approval and may not be shared. A #2 pencil with eraser is required for all tests. No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed on top of, under, or around any desk during testing. No hats or sunglasses may be worn during testing. If assistance is required during the test, the student should raise his/her hand to signal need of assistance from the instructor. Tests are timed. Students arriving late for an exam must take the exam in the remaining time available. Students arriving late for a quiz will not be allowed to take the quiz, pending the instructor’s discretion. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Instructors will post exam scores as soon as they are able.

Incompletes
An incomplete grade “I” in nursing courses will be given if all required paperwork has not been submitted by the date of final exam. It is at the discretion of the instructor and director whether an incomplete will be allowed for an extenuating circumstance (i.e. hospitalization or surgery, death of an immediate family member, short term US military service, complications of pregnancy). Incompletes must be replaced
with a grade of “C” or higher before the student is allowed to progress to the next semester. Incompletes are NOT intended for students who are failing.

PROGRESSION POLICIES

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

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

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.

A student may be reinstated to the nursing program only one time. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met. A rubric is used to determine who is reinstated, when space is limited. The rubric consists of student attendance, behavior, lab/clinical performance, and GPA. Students who have been out of the program one or more semesters will be required to pass a comprehensive exam and skills validations to be considered for reinstatement. Students must request reinstatement within one year from the term of non-progression.

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

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 Reinstatement Committee for a decision on repeating a course or readmission to the program.

ADN students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

Definitions
Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program. Reinstatements are granted only to the same campus from which the student was originally enrolled.

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 who have been out of the program longer than one year are not eligible for reinstatement.
Any student reinstated to the nursing program after having failed a clinical, will be automatically placed on probationary status. Students may choose to discuss their probation with other faculty members, but should first inform the involved clinical instructor. Students have the privilege of reviewing their personal records with the course instructor.

**Transfer Policy**
The transfer policy applies to students desiring to transfer between ACCS institutions. The Coastal Alabama nursing program follows the same criteria for requests outside ACCS institutions. Students complete the nursing program at the district in which the student was admitted. No transfer is allowed between districts except in extenuating circumstances, i.e. a student who begins the program at Monroeville may not transfer to Bay Minette after completion of the first semester. Criteria for transfer are as follows:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Must provide a letter of eligibility for progression from the Dean/Director of previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Must 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.
9. Student selection for transfer is based on GPA in nursing program required courses.

**Program Completion**
Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression, and graduation requirements.

**PN progression**
Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program and who wish to transfer to another institution to complete the ADN degree, must meet the requirement for 25% course completion at college of graduation. Students who cannot meet the 25% course requirement must apply for Mobility and take the transition course to meet the 25% course requirement.

**Termination**
A student may be terminated from the nursing program for the following, but not limited to:
   a. Unsatisfactory scholastic achievement in theory, lab, or clinical practice
   b. Failure to complete laboratory/clinical requirements
   c. Unsafe nursing practice
   d. Being under the influence of drugs or alcohol
   e. Obstruction or disruption of the Nursing Program
   f. Breach of confidentiality
   g. Inability to perform essential functions
   h. Any act of academic dishonesty
Withdrawal
Students may withdraw from class or the college any time prior to the last day of class before any final exams start for any semester or term, as published in the printed semester schedule for the college. To withdraw from class or the college, students must file an official withdrawal form in either the registrar’s office or in the administrative offices on branch campuses. Students who file the appropriate paperwork for withdrawals prior to the deadline will be assigned a grade of “W”; however, a grade of “F” will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the official withdrawal procedure.

LAB POLICIES
Campus Laboratory Guidelines
In order to provide as safe an environment as possible for those using the lab, and to ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus labs are authorized for use by nursing students with specific assignments, ONLY. No children are allowed.
- Eating and drinking is NOT allowed in the nursing lab.
- The supply closet and equipment cabinets are to be accessed by college staff and faculty ONLY. Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment is NOT allowed to leave the building.
- Equipment in the lab is specific for learning situations and should be used ONLY on laboratory mannequins. Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting. A nursing tote containing supplies and equipment necessary for performance of nursing skills is required. This tote is acquired from the college bookstore.

Lab Attire
Burgundy scrubs (top and pants) are to be worn in all labs and simulation clinical labs. Burgundy scrubs with the Coastal Alabama Nursing Student patch on the left sleeve must be purchased from The Scrub Shop in Daphne, Alabama. White nursing shoes are required in labs from second semester on, as well as a stethoscope, pen light, writing pen, bandage scissors, ruler, hemostat, black permanent marker pen, and goggles.

Lab Skills Validation
Skills validation is an important aspect of nursing education. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in small groups. Each semester students should expect to perform a minimum number of selected skills.

Students are expected to be prepared for skills validation. Preparation for performance of skills may include reading, watching videos and computer assisted instruction as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting. The following are policies related to skills validation:

- Students are required to sign in at designated times during the lab period. There are no excused absences for labs. Students missing lab are responsible for practicing and completing missed assignments and lab time. Students who are not able to meet lab objectives due to related absences will fail the lab component of the course.
Prior to a skill validation, each student must pass a clinical reasoning exam (CRE) with a minimum of 75% for that particular skill. The student will have two opportunities to pass the CRE unless otherwise granted by the instructor. After the 1st attempt, remediation will be required before the student is allowed to retest. Only first attempt score will be used in calculation of the course grade. An absence or late arrival will count as the first attempt. A student who needs to retake a CRE will do so at the time and place designated by the instructor. Students may not progress to the next CRE and skill validation until the previous skill has been successfully completed.

Each student will be allowed a total of three attempts to satisfactorily perform each skill validation. The student may self-correct during return demonstration of skills no more than twice. Students may not advance to the next skill until the previous one has been performed successfully. A satisfactory grade will be achieved by correctly performing the critical elements of each skill.

Failure to achieve a satisfactory on any skill within a designated period of time results in failure of the course, regardless of theory grade. If a student fails the lab component of the course, the student will not be allowed to continue in the course.

The student is responsible for turning in all skills sheets to the instructor. No skills sheets will be accepted after the stated deadline dates.

**CLINICAL POLICIES**

**Clinical Attire**

- All uniforms must be purchased from the Scrub Shop at Jubilee Square, 6880 Highway 90, Suite C-10, Daphne, Alabama. Students are fitted and place an order for uniforms during nursing program orientation. Each student will be checked off for uniform compliance prior to the first day of clinicals each semester. Uniforms should be neat, clean, well-pressed and fitted appropriately as students must portray a positive image to the public. Students will not be permitted to deliver patient care at the clinical agency without specified attire. Maternity uniforms need to meet the approval of the nursing faculty. Policies for uniforms are as follows:

- A white pant suit or dress and full length, white lab coat is required with a Coastal Alabama patch on the left sleeve one inch below the shoulder seam. Dresses must be at knee length or lower.

- Minimal ankle high length white socks are to be worn with pants, and non-patterned white pantyhose are to be worn with dresses. All under-garments should be skin tone colored or white colored, and a white T-shirt or camisole is to be worn under the uniform top. A long sleeve white top may be purchased from the Scrub Shop to be worn in the winter for warmth, or to cover forearm tattoos (no other long sleeve tops allowed without instructor approval).

- Totally white, leather shoes that can be polished and kept clean are required. These shoes should be reserved to be worn only at labs, simulation, and clinical. No shiny patent leather shoes, no canvas shoes, no sandals, and no clogs are allowed. Shoes must have a full back and closed toes. White, leather athletic shoes are acceptable. Shoes must have a low heel.

- The student’s college photo ID and/or appropriate facility photo ID is to be worn at all times while at clinical. The ID must be clipped to the upper left side of the uniform top. ID clips must be approved by nursing faculty, if allowed.
• A stethoscope, ruler, hemostat, goggles, pocket organizer, black permanent marker pen, pen light, trauma scissors and watch with a second hand are required at all clinicals.

• Hair is to be neat, clean, and secured away from the face and should not touch the collar. Hair pulled back must be secured and not allowed to swing loosely. Beards and mustaches must be neatly trimmed. Hair and beard color must be kept a natural shade. No hair accessories are allowed except for elastic bands or hair pins that are the same color as one’s hair. Bright colored bows or barrettes are not allowed.

• Fingernails must be short, filed, and clean. Nail polish and artificial nails are prohibited.

• Makeup should be conservative.

• Jewelry is confined as follows:
  • Conservative watch (with second hand). Metallic or vinyl band (white for females, black for males). No digital or smart watches are allowed.
  • Wedding band.
  • No earrings, no visible piercings, no tongue piercing. A skin tone plug must be worn in the hole left by a gage earring.
  • Necklaces are not allowed but, if necessary for medical reasons, must be long enough to secure under clothing.
  • No bracelets are allowed, except for health related reasons.

• No visible tattoos are allowed.

• No cologne or perfume is allowed due to possible patient allergies. Lotions and deodorants must be fragrance free.

• Students are expected to bathe, wear deodorant, brush teeth, and change undergarments daily. Students may use mouthwash. No gum chewing is allowed in clinical.

• Uniforms are to be worn only when functioning in the role of the student. If the student has other plans at the completion of a clinical, the student must change into street clothes.

• Attire for picking up patient assignments:
  • Khaki slacks, the specified Coastal Alabama polo shirt, nursing program lab coat, and appropriate student ID are to be worn for picking up patient assignments. Pant length is not to pass the heel of the shoes. Khaki slacks should NOT be low cut and should NOT fit tight. No caps are allowed. Closed toe, closed heel shoes with a short heel (no more than 3 inches) are to be worn to pick up patient assignments. Ladies are to wear minimal jewelry and make-up. Tattoos must not be visible. One small earring is allowed in each earlobe; no other piercings are allowed for patient pick-up.

Clinical Orientation
Students must complete an orientation to the clinical site before attending clinicals at that site. Students who fail to complete the orientation are not allowed to attend clinicals. Missing a clinical constitutes a clinical absence. It is imperative that all students complete the clinical orientation prior to the start of a clinical rotation.
Clinical Attendance
Attendance is required for all clinical sessions. Clinicals include simulation assignments. There are no excused absences for clinicals or simulation. Students missing more than one clinical, will fail the clinical component for the course. Students who are 15 minutes or more late for a clinical will be sent home and it is considered a missed day. Students who miss more than one clinical day due to an extenuating circumstance, may provide the Director of Nursing documentation for consideration.

Students missing a clinical day will be given an alternative assignment or will have to make up the missed day at the discretion of the clinical coordinator. An “absent” will be documented on the weekly evaluation tool. The student will receive a grade on the alternate assignment and this will be documented on the weekly evaluation tool. If the student misses the clinical make-up day, then the student misses more than one clinical day and fails the clinical component of the course.

Clinical Guidelines
- Each student is responsible for obtaining his/her clinical assignment. Copies, or photos, of any portion of the patient record are not permitted to leave the facility. No assignment may be FAXED. No information is to be taken from the clinical care area in verbal, written or electronic form. Students are not to divulge information regarding client conditions over the telephone.

- Students who have not sufficiently completed all preclinical prep work and/or who are unable to discuss the care of their assigned client may be dismissed from the clinical. A clinical absence is assigned to any student who is dismissed due to insufficient completion of preclinical work or insufficient knowledge to care for the patient.

- Students are to notify the clinical instructor, the clinical unit, and nursing program administrative assistant or other administrative person as instructed, at least one hour prior to clinical start time if unable to attend a scheduled clinical.

- Students are expected to attend beginning of shift reports and to report off on assigned clients at the end of the clinical shift. Students arriving 15 minutes or more late for clinical will be dismissed home and the day will be considered an absent clinical day.

- Students are expected to use time productively. Ask to assist others when not busy with assigned client. Do not gather in the hall, sit at the nurses’ station, or break room.

- Communication with clients should be client-centered. No personal affairs/problems are to be discussed within hearing of clients.

- Students are expected to provide family members or significant others with a copy of the clinical schedule and contact information as directed by the course instructor in the event the student would need to be contacted while in clinical.

- **Cellular phones, beepers, and other electronic devices are not permitted** in the clinical setting. Use of cell phones and/or electronic devices during clinicals will result in a “1” (or Unsatisfactory) for the entire clinical day and probation. A second offense for having a cell phone in the clinical setting will result in a failure of the clinical component. Students may apply for reinstatement to the program, if eligible.
• No smoking is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking or smelling of smoke while at clinicals will receive a “1” (or unsatisfactory) for that clinical day under the category of “professionalism”. This includes electronic cigarettes.

• Students are not to report to clinicals if physically or emotionally impaired. Students are not to work between the hours of 12 midnight and 7 am prior to a daytime clinical.

• Students who are pregnant must provide documentation at the beginning of each semester from their attending physician stating they may participate in clinicals.

• No gum chewing. No eating of food designated for the staff, patients, or visitors is allowed.

• Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinicals or practicums. Thievery from patients, family, the agency, professional colleagues, or fellow students will not be tolerated.

• Students are not to leave the assigned clinical agency, go to their car, or go to the parking lot before the completion of the clinical shift. If a student has an emergency or becomes ill, he/she is to notify the clinical instructor and obtain permission to leave early if necessary. Thirty minutes are assigned to lunch break.

• Students are to bring the Skills Handbook to each assigned clinical. Students are responsible to get the clinical instructor’s signature on skills performed.

• Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by clinical agency. The college, nursing instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.

• Each student is responsible for obtaining the policies of the clinical agency and Alabama Board of Nursing guidelines and adhering to those policies, including standard and universal precautions.

• Students must change into street clothes if planning to stay at the clinical facility after the completion of a clinical shift as he/she is no longer functioning in the nursing student role. Wearing the Coastal Alabama program uniform or badge is prohibited outside of assigned clinical experiences and lab check-offs.

• A specific photo identification badge is required for clinical experiences. Students may be dismissed from a clinical experience for failure to have the ID badge in full sight.

• Students may not apply lipstick, lip balm, any cosmetic, or adjust contact lens except in the employee/student break room or a restroom to avoid an OSHA violation.

• Students are not allowed to transport patients in their own vehicle due to liability.

• Students who have been terminated and are deemed ineligible for rehire from any clinical facility used by the nursing program, are also not allowed to perform clinicals in that facility. A student denied clinical access by any clinical affiliate used by the program will be dismissed from the nursing program.
• Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). Students may not continue to attend class for the course in which a clinical failure has occurred.

• Students will follow Health Insurance Portability and Accountability Act (HIPAA) confidentiality. The following guidelines are to be followed:
  o Confidential or sensitive patient information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
  o E-mails or texts in correspondence with faculty should not include patient identifying information.
  o Patient-related information or images should not be transmitted through social media. Do not take pictures or videos of patients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written or electronic form.
  o Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. No social media site should be considered private or confidential.
  o Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency shall be maintained.
  o Patient privacy and confidentiality shall be maintained at all times. Students shall not discuss client information with anyone except for clinical personnel and those in the nursing program involved with the students’ education.
  o Client names should not be included on clinical paperwork, presentations, or notes.
  o Breaches of confidentiality or privacy should be reported to the nursing instructor promptly.

In order to preserve patient confidentiality, violations in HIPAA will result in interventions/disciplinary actions as follows:

Level 1 constitutes an act of negligence.
Examples of a level one violation include but are not limited to:
• Leaving patient information unattended
• Turning in assignments with a patient’s name attached
• Sharing passwords with other classmates
• Not signing off of a computer in the clinical setting
• Not password protecting any personal device that is used to record client information
Level 1 violations result in a reprimand such as a clinical unsatisfactory day and counseling by the instructor. Level 1 violations carry over to the next semester.

Level 2 constitutes intentional violation of HIPAA.
A level 2 violation is a repeat violation of a level one incident within the same or subsequent semester in the program (does not have to be the same, or similar, incident).
Level 2 violations result in the student receiving a reprimand along with probation for the remainder of enrollment in the nursing program.

Level 3 constitutes an intentional violation of HIPAA.
Examples of level three violations include but are not limited to:
• Unauthorized access to patient records
• The discussing of patient’s information with others not involved in the patient’s care
A level 3 violation results in academic withdrawal of the student from all nursing courses for that semester. The student would have to request reinstatement. Reinstatement to the program is not
guaranteed. If reinstated, a repeat violation would result in the student’s automatic dismissal from the program.

Level 4 constitutes a malicious offense used to cause harm to a person, or used for personal gain. A level 4 violation results in academic withdrawal of a student from all nursing courses without an option of returning to the program or any program in allied health.

Simulation
When in simulation with a human patient simulator, students will be held to the same standards as for an on-site clinical day. This includes:

- Attendance. A missed simulation assignment is a missed clinical day. Students fail the clinical portion of the course if missing more than one clinical, including simulation.
- Dress code (burgundy scrubs for underclassmen and gray scrubs for students in NUR 211 or NUR 221, white shoes, hair, jewelry, make-up, nails, etc. per clinical policies)
- Completion of preclinical preparation including review of assigned scenarios, pathology, medication sheets and case studies for each scenario. Paperwork is due at the beginning of each simulation assignment
- Evaluation of simulation performance is the same as for on-site clinicals. Students will be graded on identification of the patient, hand washing, safety, professional behavior, medication administration, etc. as listed on the clinical evaluation form
- Students may be required to repeat a simulation clinical experience for a performance evaluated as unsatisfactory. Failure to attend a scheduled repeat of simulation will result in an unsatisfactory clinical and a missed clinical day.

Clinical Evaluations
The Clinical Evaluation Tool reflects program goals and is intended to serve as a guide for clinical performance during each rotation, identify patterns of behavior or changes in behavior, serve as a guide for the progression of the student and evaluate the student’s level of performance during and at the completion of the rotation. The Clinical Evaluation Tool is cumulative and builds on the expectations from all previous clinical courses. As a result, students are accountable for clinical competencies from ALL previous courses.

A copy of the evaluation tool is included in each course student clinical packet. Each week, the evaluation is to be signed by the student and the clinical instructor. The student may disagree in writing, with the clinical instructor’s evaluation. A signature means the student has reviewed the form.

Clinical Unsatisfactory
The following are examples that may constitute an unsatisfactory clinical for which students may be sent home and/or may receive 1’s or an unsatisfactory clinical day, or for which the student may be dismissed from the program pending the nature of the infraction:

- Failure to display professional attitude and appearance at all times.
- Reporting to the clinical area over fifteen (15) minutes late (automatically sent home).
- Breach of patient safety as determined by the instructor.
- Breach of confidentiality regarding patient information. Any violations of the Health Insurance Portability and Accountability Act (HIPAA) such as, but not limited to:
  - the unauthorized taking of any client records (or copies) from the patient care unit
- Discussion of clients or care issues outside of the clinical or educational setting. Even in the educational setting, discussion must be for educational purposes only.
- Collection of any written information that identifies the name of a client.

- Failure to have completed the paperwork required for the clinical day and/or failure to be knowledgeable of patient’s diagnosis, medications and plan of care.

- Failure to have required equipment on hand at the time skills are performed (stethoscope, penlight, scissors, pens, etc.) or inability to perform the skills required to care for the patient, as evaluated by the nursing instructor.

- Committing an error when administering medications or performing IV therapy, procedures or skilled nursing care without the prior approval of the nursing instructor.

- Eating, drinking, watching television or taking breaks in the patient rooms, day rooms, staff rooms, hallways or other common areas of the clinical unit.

- Failure to abide by hospital or facility policies. This includes but is not limited to taking shortcuts, failure to wear hospital identification badges, failure to display hospital decals on automobiles, failure to park automobiles in the appropriate location and failure to enter/exit through the proper door.

- Falsifying documentation or lying about one’s performance as well as failure to stop when incompetent to perform.

- Failure to report mistakes in patient care to the clinical instructor, or covering up for the unsafe behavior of another student.

- Performing when impaired by medication, drugs or alcohol (students suspected of being impaired from drugs or alcohol will be tested according to policy)

- Violations of the Code for Nurses (American nurses Association 2015)

**Clinical Probation**

Clinical unpreparedness, unsatisfactory performance, or failure to progress or to achieve necessary competencies as shown by the clinical evaluation tool, may result in clinical probation. Probation is a set period of time during which an unsatisfactory behavior or performance is closely monitored by the clinical instructor with the purpose of correcting the student’s inadequacy. The faculty members will decide on the length of probation. It may extend for the duration of the semester or on into the next semester. Students may be taken off probation before the end of the probationary period at the recommendation of the faculty.

The student will be counseled by the course instructor and given written notice of the probation. Recommendations and guidance will be given to the student on how to improve, correct, or achieve satisfactory progress. If the necessary progress or achievement is not attained by the end of the probationary period or the student continues to demonstrate unsatisfactory behavior or performance in subsequent clinical experiences, the student will fail the course; and in addition, may be asked to withdraw from the program, may be withdrawn administratively, or terminated from the program.

*A student who has performed an unsafe act that jeopardizes the welfare of the patient may be dismissed without a probationary period regardless of the number of 1’s or 2’s.*
Student Grievance Policy
Because we each are unique individuals with differing perspectives, conflict is a natural and inevitable part of life. In order to resolve conflict at the lowest levels the following procedure should be followed:

- Students with a concern regarding a nursing course should first discuss the issue with the course instructor.
- If the student remains unsatisfied, the student should discuss the issue with the program director.
- If the student cannot reach an agreement with the program director, the student’s next step is to present documentation to the Dean of Nursing and Allied Health.

Incident Reports
The clinical instructor is to be notified of any untoward or near miss incidents made by the student. An incident report will be filed by the clinical agency as would be filed for an employee under the same circumstances. In addition, a Nursing Program Incident Report will be filed in the student’s records and a copy given to the Nursing Program Chair.

Accidents and Injury
If a student should receive a needle stick, exposure to blood through mucous membranes, a laceration, or any other injury while performing duties as a student nurse at the clinical site, the student shall contact the clinical instructor and the appropriate supervisor from the clinical site. The clinical agency is responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the nursing program.

Student Health and Safety
Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current Coastal Alabama Physical Exam form completed by a licensed physician, physician’s assistant (PA), or certified registered nurse practitioner (CRNP). Student must be able to perform the essential functions.
- Current two-step TB skin test (or chest X-ray if required). TB skin test done annually.
- Immunizations for measles, mumps, and rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity.
- Hepatitis B series. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually (prior to the obstetrical rotation). Any student who does not receive the flu vaccination is required to wear a mask at each clinical facility during the flu season late fall through the end of spring. The student must provide the mask.
- Drug and background screening. The specimen collection and screening is performed by an approved agency. Students are, also, bound by the drug testing and background screening policies of the clinical site (Annual drug testing).
- Current CPR for the healthcare provider by the American Heart Association is required. Student must remain current throughout the program. The student will not be allowed to continue in the program if CPR is not valid.
- All students must participate in HIPAA training during the orientation to clinicals prior to performing the first clinical assignment.
- Any health condition (including pregnancy) that might incapacitate and interfere with the student’s ability to perform essential functions should be reported to the clinical instructor as soon
as the student is knowledgeable. A medical release signed by a physician, CRNP or PA may be required for return to clinic practice.

- For the safety of the patient, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting. The nursing program will not sanction students working between the hours of 12 midnight and 7am preceding a morning clinical.

- Student signature agreeing that neither the college nor any member of the nursing department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the nursing lab or clinical setting.

- Liability insurance is provided by the school. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance and provide proof of insurance prior to the beginning of each semester.

**HIV or Hepatitis B Reporting Policy**

Public law #102-141, Section 633 and “the Alabama Infected Health Care Worker Management Act” require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.
ESSENTIAL FUNCTIONS
The Alabama College System endorses the Americans’ with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

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

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

The essential functions delineated are those deemed necessary by 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:

**SENSORY AND PERCEPTION**

**Visual**
- Observe and discern subtle changes in physical conditions and the environment
- Visualize different color spectrums and color changes
- Read fine print in varying levels of light
- Read for prolonged periods of time
- Read cursive writing
- Read at varying distances
- Read data/information displayed on monitors/equipment

**Auditory**
- Interpret monitoring devices
- Distinguish muffled sounds heard through a stethoscope
- Hear and discriminate high and low frequency sounds produced by the body and the environment
- Effectively hear to communicate with others

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

**Olfactory**
- Detect body odors and odors in the environment

**COMMUNICATION/INTERPERSONAL RELATIONSHIPS**
- 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
• Work effectively in groups
• Work effectively independently
• Discern and interpret nonverbal communication
• Express one’s ideas and feelings clearly
• Communicate with others accurately in a timely manner
• Obtain communications from a computer

COGNITIVE/CRITICAL THINKING
• Effectively read, write, and comprehend the English language
• 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
• Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator
• Satisfactorily achieve the program objectives

MOTOR FUNCTION
• Handle small delicate equipment/objects without extraneous movement, contamination or destruction
• Move, position, turn, transfer, assist with lifting, or lift and carry patients without injury to patients, self, or others
• Maintain balance from any position
• Stand on both legs
• Coordinate hand/eye movements
• Push/pull heavy objects without injury to patient, self, or others
• 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 patient, self, or others
• Walk without a cane, walker, or crutches
• Function with hands free for nursing care and transporting items
• Transport self and patient without the use of electrical devices
• Flex, abduct, and rotate all joints freely
• Respond rapidly to emergency situations
• Maneuver in small areas
• Perform daily care functions for the patient
• Coordinate fine and gross motor hand movements to provide safe effective nursing care
• Calibrate/use equipment
• Execute movement required to provide nursing care in all health care settings
• Perform CPR and physical assessment
• Operate a computer

PROFESSIONAL BEHAVIOR
• Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
• Demonstrate a mentally health attitude that is age appropriate in relationship to the patient
• Handle multiple tasks concurrently
• Perform safe, effective nursing care for patients in a caring context
• Understand and follow the policies and procedures of the college and clinical agencies
• Understand the consequences of violating the student code of conduct
• Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide nursing care in an appropriate time frame
- Accepts responsibility, accountability, and ownership of one’s actions
- Seek supervision/consultation in a timely manner
- Examine and modify one’s own behavior when it interferes with nursing care or learning

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

**Procedures for obtaining accommodations:**
Only the ADA coordinator can determine reasonable accommodations. The student should refer to the ADA section of the COASTAL ALABAMA Catalog and Student Handbook in addition to following the requirements below.

- Provide documented evidence of physical clearance by a licensed primary care provider as requested on the Nursing Program History and Physical
- Complete all referrals as indicated by the primary care provider on the History and Physical
- Submit to the Nursing Program any additional reports obtained from referrals
- Submit to the Nursing Program and the immediate instructor any instructions for emergent treatment and contact information for significant others

**BACKGROUND CHECK POLICY**
Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

**Licensure Implications**
Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.
Guidelines

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be maintained in the healthcare program’s office. The student or the healthcare program’s designee(s) will provide applicable consent(s) to the vendor conducting the background check. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.
- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The health care designee will determine if extenuating circumstances exist and whether or not the student will be allowed to proceed with the background check. Background checks must be completed before newly admitted or reinstated students are allowed to register for healthcare courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in a “F” for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.
- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student will receive a “F” for the course if the student does not officially withdraw from the course(s).
- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a positive background check, the student will be advised regarding options.
- The background check includes, but is not limited to:
  a. Positive Identification
  b. Maiden/AKA Name Search
  c. Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
  d. Residency History
  e. Driving License/Driving History/Motor Vehicle Records including any traffic citations.
  f. Education Verification
  g. Employment Verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
  h. Healthcare Employment Verification Network Search
  i. Nurse Aide Registry
  j. Professional License/Certification Verification
  k. Personal Credit History which is based on reports from any credit bureau.
l. Personal References/Interviews
m. Seven Year Criminal and Civil Record Search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.

n. Most Wanted List
o. National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.

p. Adult and Child Abuse/Neglect Registries
q. National Sex Offender/Predator Registry Search which includes a search of the state or county repository for known sexual offenders.

r. Misconduct Registry Search
s. Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.

t. General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.

u. Executive Order 13224 Terrorism Sanctions Regulations
v. Government Suspct /Watch List
w. Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.

x. FACIS Database Searches includes OIG, GSA, OFAC and other sources.
y. National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.

z. Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information

aa. International Criminal
bb. Applicable State Exclusion List
cc. Any Other Public Record

- The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
- Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).
- The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences will be withdrawn from the healthcare program.
Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s). In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

Confidentiality
The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need to know basis.

DRUG SCREEN POLICY
Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies and procedures established by these agencies relative to drug screening and any subsequent revision to these policies in order to participate in clinical experiences at the agencies.

All students who enroll in the Alabama College System nursing program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama College System Drug screen policy and the Clinical agency policy for which the students are assigned clinical practice. This includes preclinical and annual drug screening, random drug screenings and screenings required on the basis of reasonable suspicion.

Pre-Clinical Screening
1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in drug testing will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses. (Drug screens considered inconclusive, such as ‘diluted’, will need to be confirmed with further testing at the expense of the student). Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer.
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the nursing program. The student will be considered
Random Drug Screening
At any point or time during student’s enrollment, he/she may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined in Section IV Student Drug Screen Procedure will be used. The fee for the random screen will be paid by the student.

Reasonable Suspicion Screening
Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the Alabama College System, College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Presence of an odor of alcohol.
- Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance.
- Suspect of theft of medications while on the clinical unit.
- Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to an incident/accident in the clinical agency.
- Evidence of involvement in the use, possession, sale, theft, solicitation or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student’s enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student’s behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory. The faculty is to contact the Program Director, Chair and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is “reasonable suspicion”, the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student will be immediately terminated from the program. The same procedural steps outlined in Section IV Alabama College System Drug Screen Procedure will be used.

Student Drug Screen Procedure
1. Students must pay the designated fee prior to time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector may ask the student if he or she is currently taking any medications.
6. The collector will collect monitored urine, blood, saliva and/or other specimen type.
7. In the presence of the student, the collector will seal the urine, blood, saliva and/or other specimen type with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine, blood, saliva and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for but not limited to the following classes of drugs:
   - Alcohol
   - Amphetamines
   - Barbiturates
   - Benzodiazepines
   - Cocaine
   - Cannabinoids (Marijuana)
   - Methaqualone
   - Opiates (OxyContin)
   - Phencyclidine
   - Propoxyphene

12. Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
13. Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

**Note:** 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. 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. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

**Confidentiality**

The Dean and/or Director of the Program will receive all test results. Confidentiality of the test results will be maintained in a locked file in the Nursing Department office. Only the Dean and/or Director, designated staff and the student will have access to the results, the exception being if any legal actions occurs which require access to test results, and results requested by clinical agencies.

**Appeals Process for Positive Drug Screen**

1. If a student drug screen is positive, the student will contact the Program Director and/or Chair.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and or Chair will have seven working days to respond.
5. If the student cannot reach an agreement with the Program Director and/or Chair, the student’s next step is to present documentation to the Dean of that program. The Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student should make an appointment with the President of the College.

Readmission
To be considered for readmission, students who withdraw from the program due to a positive drug screen must:
1. Have the treatment agency mail a letter verifying completion of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student’s expense prior to readmission. A positive screen will result in ineligibility for readmission.

Additional Information
Drug screening policies/programs required by the Alabama College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all of their aspects.

In General
Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent of legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s education records, if— the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
Alabama Community College System
Nursing Program Mission/Philosophy

2016

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

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

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

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

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

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

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

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

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

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

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

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

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

**Quality Improvement** – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)
The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

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

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies

Human Flourishing
Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).

Patient-Centered Care
Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).

Nursing Judgement
Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).

Informatics
Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).

Safety
Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).

Professional identity
Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).

Teamwork and Collaboration
Function competently within own scope of practice as a member of the health care team (QSEN, 2012).

Spirit of Inquiry
By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).

Quality Improvement
Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).

Evidence-Based Practice
Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).
**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, 2010).

**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, 2010).

**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, 2010).

**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, 2010).

**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, 2012).
## ASSOCIATE DEGREE NURSE (RN) CURRICULUM

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
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### Second Semester

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<th>Credit</th>
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<td><strong>18</strong></td>
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### Third Semester

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Students are eligible to take PN NCLEX after successful completion of the third semester.

### Fourth Semester

<table>
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<td><strong>11</strong></td>
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### Fifth Semester

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<td><strong>4</strong></td>
<td><strong>10</strong></td>
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</table>

| Program Totals                              | **44** | **7** | **15** | **66** | **106** |

### Practical Nursing Credit Hours

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### Associate Degree Nursing Credit Hours

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</tr>
<tr>
<td>Academic</td>
<td>27</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>66</strong></td>
</tr>
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</table>
NURSING MOBILITY (LPN and Paramedic to ADN)  
(Fall Semester in Brewton, Fairhope, and Thomasville)

ASSOCIATE DEGREE NURSE (RN) CURRICULUM

Prerequisite Courses:
- MTH 100 – Intermediate College Algebra, or higher level Math (3 credit hours)
- ENG 101 – English Composition (3 credit hours)
- BIO 201 – Human Anatomy and Physiology I (4 credit hours)
- BIO 202 – Human Anatomy and Physiology II (4 credit hours)
- SPH 106 or 107 – Fundamentals of Speech (3 credit hours)
- PSY 210 - Human Growth and Development (3 credit hours)

NOTE: Valid, unencumbered Alabama PN license or Paramedic license is required.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
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</thead>
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<td><strong>3</strong></td>
<td><strong>10</strong></td>
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</table>

Second Semester (Fourth semester in generic ADN program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
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<tr>
<td>NUR 211 Advanced Nursing Concepts</td>
<td>4</td>
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Third Semester (Fifth semester in generic ADN program)

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<td>NUR 221 Advanced Evidence Based Clinical Reasoning</td>
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<td>Humanities Elective</td>
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<td><strong>4</strong></td>
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</table>

Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.

LPN to RN students who completed the concept based curriculum within one academic year from start of mobility program coursework, are exempt from taking NUR 209. These students will enter the nursing mobility program at NUR 211.

Progression
Students with two non-progressions in the mobility program must reapply and be accepted to start over in NUR 209, even if the student started the program in NUR 211. Students may elect to apply to the ADN program from the beginning as well.
ESTIMATED PROGRAM COSTS

**Required**
- Uniforms (preferably 2) $250
- Dual-head stethoscope $50
- Pocket-size notebook, watch, penlight $30
- Achievement Tests $1,400
- Nursing Skills Bag $275
- Application for AL license and temporary certificate $135
- NCLEX-RN or PN Application $200
- Diploma fee $50
- Background checks $60
- Drug screening $50
- CPR Certification $45
- Immunizations and Physical $450
- Total $2,995

**ADN**
- Tuition (In-state) $9,850
- Books (estimate) $3,250

**PN**
- Tuition (In-state) $6,700
- Books $2,250

**Optional**
- Pin (pinning ceremony) $70
- Student Nurses Association $10

**ADN Estimated Total** $16,000.00
**PN Estimated Total** $12,000.00

Tuition and fees are due the last day of registration. Students need to provide proof of financial aid to the business office before registration.

**STUDENT RESOURCES**
Nursing students should refer to the Coastal Alabama Catalog and Student Handbook for student resources. Information on financial aid is located in the Financial Aid section. The student is referred to the Student Services section for counseling and career information, job placement, learning resources and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Health services are not available on campus. For healthcare needs, students should refer to their private or local healthcare providers or activate emergency medical services (911). Campus security should be notified for all emergencies at 580-2222.
COMMITTEES AND ORGANIZATIONS

Student Nursing Association
All nursing students may belong to the Student Nursing Association (SNA). Participation in its numerous activities expands students’ awareness of the many facets of nursing and enhances their service opportunities. An active association benefits students, their nursing program, and the community.

Elected officers arrange for speakers, plan meetings, and conduct the Association’s business. The NSA constitution and by-laws are available at the NSNA website @ www.nsna.org. Coastal Alabama Community College Student Nurses Association will carry out responsibility for planning class pinning activities.

Class Representatives
Class representatives will be elected from each nursing class. Election for class representatives will be conducted each semester or as necessary. The process will be facilitated by the faculty advisor. Class representatives serve the interest of the students by participating in nursing faculty meetings.

NCLEX INFORMATION

NCLEX Eligibility
The National Council of State Boards of Nursing (NCSBN) is responsible for the development of the National Council Licensure Examination (NCLEX-RN and NCLEX-PN). The NCLEX is used by licensing authorities in each state or jurisdiction to regulate entry into nursing practice. Each member board or state jurisdiction determines the application process, testing locations, mechanics of administration, application criteria, and policies for retesting.

Successful completion of the nursing program does not guarantee eligibility to take the National Council Licensure Examination (NCLEX). The application for licensure by exam inquires about past history of arrests or convictions of DUI, criminal offenses (misdemeanor or felony), history of chemical dependency or mental illness, record of abuse, court martial or military discipline. Applicants need to respond honestly or risk denial of application for licensure.

The applicant who has a history of a conviction(s) must submit a letter with a detailed explanation, certified copies of the charges, disposition of the charges, and evidence of having met conditions of the courts. This information must be obtained from the court clerk in the county where the applicant was convicted.

The applicant who was convicted of alcohol or drug abuse must be able to submit verification of treatment for substance abuse and continued attendance of support groups and compliance with after care recommendations, as well as sobriety date.

Applicants with a history of mental illness must submit a letter with a detailed explanation. A certified statement from the applicant’s health care provider (physician, psychologist) that indicates a) diagnosis, b) treatment, including medications, c) stability, and d) after care instructions should be sent directly to the Board of Nursing.

NCLEX Candidates Requesting Special Accommodations
Requests for modification of the procedures for administering the examination for candidates with disabilities, must be submitted to the Board with the application for licensure and must include an evaluation of the disability by the applicant’s licensed physician or licensed psychologist and a statement
from the director of the nursing education program addressing any accommodations made during the nursing education process. (ABN 2003)

NCLEX Application
Students must make individual arrangements to take the NCLEX-RN or NCLEX-PN after completion of the nursing program. Each candidate will submit an application to the Alabama Board of Nursing (ABN), or Board of state from which candidate wishes to obtain licensure.

The National Council State Boards of Nursing will issue to the candidate an Authorization to Test and a list of locations where the exam is administered. The candidate may select the location, testing time, and date. Anyone wishing to obtain licensure from another state will be responsible for contacting that state and obtaining the necessary information for licensure in that state. Addresses of all the State Boards of Nursing may be obtained from the National Council State Board of Nursing web site.

The questions presented to the candidate in the NCLEX are determined by the candidate’s response to previous questions. Each candidate will answer questions selected from the same test bank, however, the test is adapted to each candidate. RN candidates may receive a minimum of 75 questions to a maximum number of 265 questions during the five-hour maximum testing period. PN candidates may receive a minimum of 85 questions to a maximum number of 205 questions during the five-hour maximum testing period.

Licensure
The following is taken from the Alabama Board of Nursing 34-21-21, license to practice professional nursing:
An applicant for a license to practice professional nursing as a registered nurse shall submit to the board written evidence of qualification, verified by oath, that such applicant is of good moral character, holds a diploma from an accredited high school or, in the opinion of the board, the equivalent thereof, has successfully completed an educational program in a school of nursing approved by the board, and is a citizen of the United States or, if not a citizen of the United States, a person who is legally present in the United States with appropriate documentation from the federal government.
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Ms. Holley Parten Joyner
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Ms. Nikeya Richardson
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COASTAL ALABAMA  Nursing Program: Affirmation and Release Form

I, ____________________________________, (print name) affirm that I:

Received a copy of the Nursing Student Handbook and agree to abide by its policies and procedures. **I understand that I must have computer access.**

_____Initials

Agree that neither the college nor any member of the nursing department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the nursing lab or clinical setting

_____Initials

Agree to maintain medical insurance for the duration of the program understanding that the college, nursing instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site or at the campus lab.

_____Initials

Agree not to practice invasive procedures outside of the supervised lab or clinical setting

_____Initials

Agree to perform clinical facility orientations as specified prior to performance of clinical experiences.

_____Initials

Will not receive monetary or other compensation for participation in the clinical course from either the institution or healthcare facility

_____Initials

Will provide updated CPR and immunization records prior to the beginning of the semester for which they fall due.

_____Initials

Understand that I will be required to undergo background screening/drug testing and untoward findings may result in termination from the program. Drug testing is required a minimum of every 12 months and randomly as requested.

_____Initials

Meet the essential functions with or without accommodations in order to fulfill the program requirements and perform in the clinical settings

_____Initials

Student Signature:________________________________________Date:____________
Coastal Alabama Nursing Program: Consent Form

Coastal Alabama Community College Nursing Program: Consent to Maintain Healthcare Records

I understand that the Coastal Alabama Nursing Program will maintain copies of my health record required for clinical participation. This information is severely restricted to the legitimate operational use of the Coastal Alabama Nursing Program. To protect my privacy, this information will be maintained under double locks and not disclosed to anyone without my written permission unless required by law.

The Coastal Alabama Community College Nursing Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency. All healthcare records maintained by the Coastal Alabama Nursing Program will be destroyed three years following the completion or termination from the program.

Student Signature:__________________________________________

Transfer of Records
I give permission for the nursing department to write a letter of “good standing” to other institutions as needed in the case of a transfer request. Student will make the request from nursing department director and/or instructors prior to placement of such letter.

Student Signature:__________________________________________

Criminal Charges
I will inform the Director of Nursing of any criminal charges incurred after admission to the nursing program. The Director of Nursing will check with the clinical agencies to determine student’s eligibility to continue in the program.

Student Signature:__________________________________________

Background Check and Drug Screen
I give permission for the Coastal Alabama Nursing Department to forward the results of my background check and/or drug screen as requested of the clinical agencies used by Coastal Alabama.

Student Signature:__________________________________________

Date:______________________________
COASTAL ALABAMA COMMUNITY COLLEGE
NURSING AND ALLIED HEALTH
FLU VACCINATION FORM

Flu Vaccine

I verify that I understand I will have to obtain a flu vaccination in fall semester and for subsequent spring semester clinicals or wear a face mask during every clinical thereafter.

Student Signature: _______________________________________

Records due

Copies of immunization records, CPR, medical insurance, and money orders for drug testing must be submitted to the nursing department prior to the beginning of the semester in which they are due. Students are notified at the end of each semester what items are due to be turned in to the nursing department. Students will not be allowed to attend classes or clinicals until requested information has been received by the nursing department. Turning in records by the due date specified by the nursing program constitutes a quiz grade. Failure to turn in the requested information by the date specified will result in a ‘0’ for a quiz grade. A ‘100’ is assigned for a quiz grade if all information is submitted by the due date. It is the responsibility of the student to verify that information scanned, faxed, and/or mailed was actually received by the department.

Student Signature: _______________________________________

Date: _______________________________________

ALABAMA COLLEGE SYSTEM
STUDENT DRUG SCREEN POLICY PARTICIPATION FORM

I understand that any student who enrolls in an Alabama Community College System nursing program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. I certify that I have received a copy of the Alabama Community College System Drug Screen Policy, have read, and understand the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug screen result that I will be unable to participate in the clinical portion of the nursing program. **Failure to participate in clinical learning experiences for courses containing a clinical component will result in failure of the course.**

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO ABIDE BY THE REQUIREMENT TO HAVE A DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE DESIGNATED CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE COLLEGE’S NURSING PROGRAM.

I understand that my continued participation in the Alabama Community College System is conditional upon satisfactorily meeting the requirements of the Drug Screen Policy as well as such related requirements by the clinical agencies providing clinical rotations for the nursing program.

I hereby release the Alabama Community College System, the College and designated Drug Screen Company and Laboratory, Medical Review Officer, nursing faculty and staff from any claim in connection with the Drug Screen Policy.

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

________________________________________  ________________________
Student Signature                          Witness Signature

________________________________________  ________________________
Student Printed Name                       Witness Printed Name
REQUEST FOR INSTRUCTOR REVIEW OF EXAM ITEM

STUDENT: ____________________________ COURSE NUMBER: __________
DATE SUBMITTED: ____________________ EXAM NUMBER: __________
TIME SUBMITTED: ____________________ EXAM ITEM NUMBER: ______

- This form must be submitted to instructor of record within 72 hours of exam/test review period. Requests submitted later than 72 hours will not be accepted due to failure to follow policy.
- No more than one exam item per request form.

Chosen response and student rationale with documented reference:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Instructor Review Decision:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Submission of this form does not guarantee that credit will be given for an incorrect answer, but it may be considered.

Student Signature _________________________ Instructor Signature _________________________
Date ___________________________ Date ___________________________
Student Name: ___________________________ Date of Report: ____________

Department:  Nursing Student #: ___________________________

Counseled By: ___________________________

Coaching and Feedback needed due to:

☐ Attendance  ☐ Safety  ☐ Insubordination  ☐ Policy/Rule Violation  ☐ Tardiness
☐ Unsatisfactory Clinical Performance  ☐ Failure/Refusal to Follow Instructions
☐ Unsatisfactory Lab Performance  ☐ Unsatisfactory CREs  ☐ Other

Action/Comment (Include dates/times as appropriate):

Corrective Measures:

Student Signature: ___________________________ Date: ____________

Instructor Signature: ___________________________ Date: ____________
COASTAL ALABAMA NURSING PROGRAM: PROBATION/MISCONDUCT FORM

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Course</th>
</tr>
</thead>
</table>

This form represents a written plan and agreement between the faculty and student that identifies unsatisfactory performance or misconduct. This form describes changes that must occur to correct the unsatisfactory performance or misconduct.

Unsatisfactory Performance or Misconduct

Corrective Measures

Length of Probation

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

| Instructor Signature | Date |

Evaluation

Outcome

- [ ] Student has satisfactorily met/complete corrective measures

- [ ] Student has not satisfactorily met/complete corrective measures

Comments of Nursing Faculty/Chair
I certify that ________________________________ completed ______ hours of
(Student’s Name)

service learning with ________________________________ on ____________
(Name of Agency) (Date)

Agency Representative ________________________________________________

Student’s Signature _________________________________________________

Objectives
Withdrawal from Nursing Program

Student Name: _________________________________________________

Year/Semester Admitted to the program ____________________________

Year/Semester withdrew from program _____________________________

Reason for withdrawing from the program: _________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Suggestions to improve the program: ________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Will you reapply to COASTAL ALABAMA nursing program? _____ Yes _____ No

Will you apply to another college’s nursing program? _____ Yes _____ No

College you plan to apply? ________________________________________