



COASTAL ALABAMA
COMMUNITY COLLEGE

NURSING STUDENT HANDBOOK

2022/2023 Academic Year

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COASTAL ALABAMA COMMUNITY COLLEGE NURSING STUDENT HANDBOOK

Introduction

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 accessible 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) changes can be made to 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 Services.

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 Nursing and Allied Health, telephone (251) 580-4980.

Students with questions that are non-academic in nature should contact the Dean of Student Services, telephone (251) 580-2103.

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.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501
<https://sacscoc.org/>

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

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

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

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 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. Nursing fees must be paid by the announced deadline each semester or students will not be allowed to attend class. 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 or Canvas. 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. If electronic communication is utilized, instructors will only be able to communicate with students using the students' official school email address or Canvas due to the Family Educational Rights and Privacy Act (FERPA).

Canvas (Web-enhancement)

A PC or MacBook laptop with a webcam, microphone, and access to high-speed internet are required for the nursing programs. Canvas is the learning management system used by the college. 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. Disclosure may compromise the integrity and security of the system and its contents. Disclosure 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 for select campuses. Administrative assistants collect the required documents for other campuses. All records are to be submitted to the appropriate location prior to the beginning of the semester in which they come due. Students receive notification through their Coastal Alabama email account or via letter 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 are responsible for making copies of records, such as immunizations, prior to submission to the nursing division. The nursing division is not responsible for providing 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. The *Student Information Change Request Form* may be found at:

<https://www.coastalalabama.edu/admissions-aid/admission-resources/student-information-change-request-form/>

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.

No credit is given for any late assignments. A grade of incomplete (I) will be assigned to the course until the following have been submitted as pertinent to the course: Evolve and ATI remediation, skills booklet, Certificate from thinkculturalhealth.hhs.gov, and service-learning hours.

Service-Learning Hours

Coastal Alabama believes in providing opportunities for service learning/community service activities. These opportunities allow nursing students to foster benevolence and engage in reflection activities that serve the community while enhancing civic engagement. Requirements are as follows:

- NUR 113: 3 hours
- NUR 114: 3 hours
- NUR 211: 3 hours

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 clients. To promote professional conduct and personal integrity, it is imperative that each student do their 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
- Collaborating with another student or any person(s) during an exam

- Using 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
- Bribing to obtain exam information
- SHARING or RECIEVING information about an exam from ANOTHER SECTION OR CLASS GROUP
- Breaching test security
- Tape-recording or note-taking of a test review
- Plagiarizing
- Failing 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 Director of Nursing, Departmental Director of Nursing and Allied Health, Dean of Nursing and Allied Health, 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, Director of Nursing, Departmental Director of Nursing and Allied Health, Dean of Nursing and Allied Health, or designee. Telephone conversations should be conducted during breaks 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.

Minors on Campus

No employee, student, or visitor should bring minors not enrolled as Coastal Alabama students to class/lab 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

Early registration with the ADA Accommodations Coordinator is available by appointment and is strongly recommended for students with disabilities. Adherence to the official procedures ensures the best possible service the institution can provide. For complete policy information, see the ADA Section of the current College Catalog. The ADA coordinator for Coastal Alabama is:

Mr. Lee Barrentine:

Phone: 251-580-2109

Email: lee.barrentine@coastalalabama.edu

ADA Online Services: <https://www.coastalalabama.edu/student-services/ada-online-services/>

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. Coastal Alabama uses the Rave Mobile Safety Mass Notification System to notify employees and students of emergency situations. The College also uses this system if any change in schedules or any campus closures occur. Students and employees already have user accounts set up based on their information on file. Students may also obtain information about 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 client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. Removal of an individual's name, 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, disparaging, or unprofessional remarks about fellow students, College employees, clients, client 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

Rounding of scores is only completed for the final course grade. No rounding will occur for individual assignment, quiz, or test grades. The final course grade is rounded, including 0.45 or higher being 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 an 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.

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. Students are asked not to congregate in hallways outside of classrooms due to noise levels. 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 their hand to signal the need for assistance from the instructor. Tests are timed. Students are given one minute per question; however, one and one-half minutes are given for questions requiring multiple steps and for math computations. 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. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Exam scores that are automatically posted upon completion of an electronic exam should not be considered final until the instructor(s) have reviewed the exam results. Instructors will post exam scores as soon as they are able.

Exam Reviews

Exam reviews will be held at the discretion of the instructor. Attendance is encouraged and will be recorded. 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 longer. 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 of the time of test review. Students may be allowed to review a photocopy of their test scantron sheet, if applicable, 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 exams from a course. For final exam review, an appointment must be made with the instructor.

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 typically 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 or 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.

Students who miss the first exam administration will still be allowed two attempts but will receive a "0" for the recorded exam grade unless the absence is deemed extenuating by the Extenuating Circumstances Committee. Students should contact the appropriate instructor/Director of Nursing to request extenuating circumstances. All attempts must be complete by the end of the drop/add period.

Achievement Exams

Achievement exams are given each semester. These exams measure the students' 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 to improve their knowledge base.

Policies for grading 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. The student will receive an incomplete 'I' until remediation work is completed. Students may not progress to the next semester until remediation work is completed and a grade of 'C' or higher is submitted in place of the incomplete.

Students who miss the first scheduled achievement exam (ATI/HESI) in any course will receive a '0' for that test, except in cases of extenuating circumstances as determined by the Director of Nursing. Students must make-up any missed ATI/HESI exam and complete the remediation requirements as assigned or an incomplete 'I' grade will be assigned as the course grade. Students are recommended to use the drop-down calculator for dosage calculation questions on ATI/HESI testing.

Make-up Exams/Missed Exams

Only one make-up exam is allowed per course. If more than one exam is missed, a grade of '0' will be given for the second missed 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 '0' for that exam. Make-up exams are subject to be different from the original exam. Early exams are given only at the discretion of the Director of Nursing/Extenuating Circumstances Committee for extenuating circumstances.

Mid-Term Progress

A mid-term progress report is given to each student as notification of their 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. Two hours are allowed for completing a final exam.

Incompletes

An incomplete grade, or 'I', in nursing courses will be given if all required work has not been submitted by the date of the final exam. It is at the discretion of the instructor and Director of Nursing 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). 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.

Remote/Online Testing and Quizzing

All Coastal Alabama nursing courses require the use of HonorLock and a webcam for remote online exams. The webcam can be built into the student's computer or can be the type that plugs in with a USB cable. When taking **any** online exam that requires monitoring by webcam, remember the following guidelines:

- A large mirror must be placed behind the student, so the student's computer screen is visible while testing/quizzing in HonorLock. Prior to starting a test/quiz, the student should use their computer camera to verify that the mirror is strategically placed so the computer screen, keyboard, and surrounding area is visible. Failure to use a mirror to visualize the computer

screen, keyboard, and surrounding area could result in a '0' for the test grade. Large mirrors can be purchased for low cost at local Dollar stores.

- Ensure student is in a location where service won't be interrupted.
- Turn off all other devices (e.g., tablets, phones, second computers, smart watches, ANY ELECTRONIC DEVICE) and place them outside of reach.
- Clear student desk of all external materials not permitted — books, papers, other devices.
- Before starting the test, know how much time is available to complete it, and ensure that sufficient time is allotted.
- Remain at student's computer for the duration of the test.
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in HonorLock, run the checks again prior to starting the test.
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims.
 - Ensure the computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on lap, bed, or other surface where the device (or student) is likely to move.
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with back to a window.
- Remember that HonorLock prevents students from accessing other websites or applications; students will be unable to exit the test until all questions are completed and submitted.
- Inappropriate facial movement during testing is flagged; if it is suggestive of cheating, the student could be given a '0' for the exam. Students must maintain forward eye contact with the screen and keyboard at all times during testing.
- Microphones should be enabled and sound turned on during online testing.

PROGRESSION POLICIES

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.

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 accepted by clinical agencies for clinical experiences.
3. Maintain ability to meet essential eligibility criteria 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 once. 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 for one year 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 NUR 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA on required core academic courses and valid Practical Nursing License that permits the individual to practice as an LPN in the state of Alabama. 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.

Process for Reinstatement

1. Schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Apply for reinstatement to the nursing program and submit the letter of intent by published deadlines.
3. 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. Update clinical requirements by published deadlines.

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.

All reinstating students who have been out of the nursing program for two or more semesters and all transfer students must pass a comprehensive validation examination with a grade of 75% or higher within two attempts and must successfully perform selected skills within two attempts to be considered for reinstatement. See the reinstatement application for further information.

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 of ACCS institutions. Students complete the nursing program at the campus to which the student was admitted. No transfer is allowed between campuses 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, NUR 113, NUR 114, and NUR 115 and required academic courses will be awarded the Practical Nursing certificate. Associate Degree Nursing students who have completed required academic courses and continue in the ADN program through completion of NUR 211 and NUR 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression and graduation requirements.

Graduates of the Practical Nursing program may apply for the Mobility (LPN to ADN-RN) program to complete the Associate in Science Degree in nursing after obtaining an LPN. Students accepted into the Practical Nursing program are not allowed to transfer into the traditional ADN (RN) track when the third semester of the PN curriculum is complete.

PN Progression

Students completing NUR 112, NUR 113, NUR 114, and NUR 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 eligibility criteria
- h. Any act of academic dishonesty

Withdrawal

Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from **a** class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online withdrawal form located on the Registrar page of the College website.

Students who complete the withdrawal process 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 College's official withdrawal procedure.

COVID-19 Protocol

Due to the ongoing COVID-19 pandemic, the following protocol will be followed regarding testing and missed clinical, lab, and/or didactic experiences:

- Home test results may be submitted as documentation of a positive or negative result. The test must have the person's name, date, and time written on the actual test using a permanent marker. A picture of the test will be accepted.
- Students are allowed one clinical absence per semester; however, if it is due to COVID-19, students may be allowed to miss up to two separate weeks of clinicals with proper documentation. All missed clinicals require make-up time as assigned by the faculty.
- Students may be excused from any quiz or assignment administered during missed class time if the absence was due to COVID-19. The missed quiz or assignment will not be calculated in the grade for the course. Proper documentation must be submitted.
- The current College COVID-19 protocol will be adhered to.
- Students may only take one unit exam per course from home in the event of a documented COVID-19 diagnosis or exposure. Otherwise, students are allowed one missed exam that may be made up according to departmental policy. For example, a student who misses two weeks of classes due to a COVID-19 diagnosis or exposure may make-up one exam from home, but another missed exam would need to be made-up during the week before the withdrawal deadline as scheduled. No more than two make-up exams are allowed.

LAB POLICIES

Campus Laboratory Guidelines

To provide a safe environment and 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 are 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. Nursing fees for classes with a lab component (NUR 112, NUR 113, and NUR 209) are posted to each student's account at or near the time of registration. Lab supplies and equipment necessary for performance of nursing skills will be distributed during the assigned lab time for all courses containing a lab component.

Lab Attire

Course specific lab attire is outlined in the *Uniform Guidelines for Coastal Alabama Nursing Students* document.

Burgundy scrubs (top and pants) are to be worn in all labs and simulation clinical labs for NUR 112, NUR 113, NUR 114, and NUR 209. 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 NUR 113 forward. A stethoscope, pen light, writing pen, bandage scissors, ruler, hemostat, black permanent marker pen, appropriate watch, and goggles are required for all labs and clinicals.

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 fall behind by not promptly repeating or making up lab requirements may be unable to meet lab objectives and will be in danger of failing 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 three opportunities to pass the CRE. After the first attempt, remediation will be required before the student is allowed to retest. Only the first attempt score will be used in calculation of the course grade. An absence or late arrival will count as the first attempt and will be recorded as a '0'. 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. An absence or late arrival will count as the first attempt. Students passing skills validations on the first attempt receive 100%; on 2nd attempt receive 50%; on 3rd attempt receive 0%. 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 the 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/books to the instructor. No skills sheets will be accepted after the stated deadline. It is expected that 75% of skills documented in the skills book are completed by the end of the program.

CLINICAL POLICIES

Clinical Attire

All uniforms must be purchased from The Scrub Shop at Jubilee Square, 6880 Highway 90, Suite C-10, Daphne, Alabama. Atmore, Brewton, Monroeville, and Thomasville campus students may be fitted, and orders may be placed for uniforms during nursing program orientation; however, students may make an appointment with The Scrub Shop to be fitted and place an order if desired. Fairhope and Bay Minette Campus students must make an appointment with the Scrub Shop to be fitted and place an order if fitting is not available at orientation. The following link should be used to schedule your fitting: www.calendly.com/thescrubshop. 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 client care at the clinical agency without specified attire. Policies for uniforms are as follows:

- A specific white top/burgundy pant (or white uniform 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 or white, 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).
- Completely 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, and no sandals 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. The ID will be provided by Coastal Alabama. Badge reels are not allowed.
- A stethoscope, ruler, hemostat, goggles, white pocket organizer, black permanent marker pen, pen light, bandage scissors and appropriate 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. If impeding the correct fit of respiratory masks, facial hair must be shaved accordingly. 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. No false eyelashes may be worn during clinicals or simulation.
- Jewelry is confined as follows:
 - Conservative watch (with second hand). Metallic or vinyl, white or black band. No digital or smart watches are allowed.
 - Wedding band.
 - No earrings, visible piercings, or tongue piercings are allowed. A skin-tone plug must be worn in the hole left by a gauge 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.
 - Tattoos should be covered per clinical agency policy.
 - No cologne or perfume is allowed due to possible client 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 Client Assignments

Burgundy scrub pants purchased from The Scrub Shop, the specified Coastal Alabama polo shirt, nursing program lab coat, and appropriate student ID are to be worn for picking up client assignments. Pant length is not to pass the heel of the shoes. 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 client assignments. Minimal jewelry and make-up are allowed. Tattoos should be covered according to facility policy. One small earring is allowed in each earlobe; no other piercings are allowed for client 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 their clinical assignment. Copies or photos of any portion of the client record are not permitted to leave the facility. No assignment may be faxed. No identifying information is to be taken from the clinical care area in verbal, written, or electronic form. Students are not to bring personal computers or iPads to the clinical facilities. Students are not to divulge information regarding client conditions over the telephone.
- Students who have not sufficiently completed all preclinical preparatory 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 client.
- 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, smart devices, and other electronic devices are not to be used during client pick-up or clinical. Students are allowed to bring cell phones inside the clinical facility, but cell phones must remain in a bag and turned off. Use of cell phones and/or electronic devices during clinicals will result in a '1' (or Unsatisfactory) for the entire clinical day. A Coaching and Feedback form will be completed. A second offense for having a cell phone in the clinical setting will result in probation, and a third offense will result in failure of the clinical component. Students may apply for reinstatement to the program, if eligible.
- No smoking/vaping is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking/vaping or smelling of smoke while at clinicals/simulation clinicals will receive a '1' (or unsatisfactory) for that clinical day under the category of "professionalism". This includes electronic cigarettes/vaping devices.
- 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 receiving medical care that is not documented on the health and physical form are required to submit documentation from their healthcare provider indicating they may participate in nursing school/clinicals without limitations. It is the student's responsibility to notify faculty/staff of health-related changes that may impact the ability to safely participate in Coastal Alabama's nursing programs.
- Gum chewing is not allowed. No eating of food designated for the staff, clients, 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 unless enrolled in an apprenticeship. Theft from clients, 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, they are to notify the clinical instructor and obtain permission to leave early if necessary. Thirty minutes are assigned to lunch break. Students should notify the instructor before leaving a clinical unit for any reason.
- Students are to bring the skills book to each assigned clinical. Students are responsible for obtaining 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 the 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 they are 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.
- Lipstick, lip balm, cosmetics, or contact lenses cannot be applied except in the employee/student break room or a restroom to avoid an OSHA violation.
- Clipboards and notebooks are only allowed in patient rooms for the purpose of obtaining information on patient assignments. They are not allowed in patient rooms while caring for patients during clinicals. No clipboards/notebooks are allowed in patient rooms if the patient is on transmission-based precautions.
- Students are not allowed to transport clients in their own vehicle due to liability.
- Family members, friends, and significant others should not visit students at clinical.
- At the beginning of each clinical shift the student, along with clinical instructor, should inform the assigned facility nurse what duties will be performed throughout the shift. Students will report to the assigned facility nurse prior to completion of the clinical day.
- 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 may be dismissed from the nursing program.
- Failure to participate in clinical learning experiences for courses containing a clinical component result 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:
 - Confidential or sensitive client information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
 - E-mails or texts in correspondence with faculty should not include client identifying information.

- Client-related information or images should not be transmitted through social media. Do not take pictures or videos of clients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written, or electronic form.
- 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.
- Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency shall be maintained.
- Client 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.
- Client names should not be included on clinical paperwork, presentations, or notes.
- Breaches of confidentiality or privacy should be reported to the nursing instructor promptly.

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

Level 1 constitutes an act of negligence.

Examples of a Level 1 violation include but are not limited to:

- Leaving client information unattended
- Turning in assignments with a client'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 3 violations include but are not limited to:

- Unauthorized access to client records
- The discussion of client's health/personal information with others not involved in the client'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 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 Nursing and Allied Health.

Simulation

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

- Attendance. A missed simulation clinical experience is a missed clinical day. Students fail the clinical portion of the course if missing more than one clinical, including simulation.
- Attire for simulation clinical must adhere to the *Uniform Guidelines for Coastal Alabama Nursing Students* and clinical attire guidelines.
- Pre-simulation Preparation: Students must create and submit a client chart in ClinPrep and complete the required simulation preparation assignments (See Canvas Sim course).
- Simulation Day Concluding Assignments: Students are required to submit assignments in ClinPrep. They are encouraged to complete lab and instructor evaluations as directed.
- The evaluation tool for simulation performance is the same as for facility-based clinicals. Students will be graded on criteria as listed on the course-specific evaluation tool.
- Students may be required to complete remediation activities or repeat a simulation clinical experience for a performance that is not deemed satisfactory. Failure to attend a scheduled repeat of simulation could 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. The clinical evaluation tool is completed in ClinPrep and students are responsible for checking their scores on the evaluation tool prior to the next scheduled clinical or weekly as appropriate. Clinical Performance: Three (3) or more '1s' or '2s' in any line constitutes a failure of the clinical component. Clinical Written Work: Four (4) or more '1s' or '2s' in any line constitutes a failure of the clinical component.

Clinical Unsatisfactory

The following are examples that may constitute an unsatisfactory clinical. Students may be sent home, receive '1s' or an unsatisfactory clinical day, or 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 client safety as determined by the instructor.
- Breach of confidentiality regarding client 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 client 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 client'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 client, as evaluated by the nursing instructor.
- Committing an error when administering medications/IV therapy or performing procedures or skilled nursing care without the prior approval of the nursing instructor.
- Eating, drinking, watching television or taking breaks in the client 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, lying about one's performance, as well as failure to stop when incompetent to perform.
- Failure to report mistakes in client 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).

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. Probation may extend for the duration of the semester or continue 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; in addition, the student may be withdrawn or terminated from the program.

A student who has performed an unsafe act that jeopardizes the welfare of the client may be dismissed without a probationary period regardless of the number of '1s' or '2s' on the student's evaluation.

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 campus Director of Nursing.
- If the student cannot reach an agreement with the campus Director of Nursing, the student's next step is to present documentation to the Departmental Director for Nursing and Allied Health. Next, the Dean of Nursing and Allied Health would be contacted.

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). Students must be able to perform the essential eligibility criteria.
- Current TB blood test (or chest X-ray if required). TB test should be completed annually.
- Immunizations for measles, mumps, rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity.
- Hepatitis B series/titers. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually.
- Other vaccinations may be required pending clinical agency policy.
- 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. Students must maintain certification 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 orientation to clinicals prior to performing the first clinical assignment.
- Any health condition that might incapacitate and interfere with the student's ability to perform essential eligibility criteria 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 client, 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 approve 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 a minimum of annually.

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.

ALABAMA COMMUNITY COLLEGE SYSTEM HEALTH SCIENCE PROGRAM POLICIES

ESSENTIAL ELIGIBILITY CRITERIA

The Alabama Community 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 eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential eligibility criteria delineated for the nursing programs with or without reasonable accommodations. The nursing programs and /or its affiliated clinical agencies may identify additional essential eligibility criteria. The nursing programs reserve the right to amend the essential eligibility criteria 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 eligibility criteria with or without reasonable accommodations.

The essential eligibility criteria delineated are those deemed necessary by the Alabama Community 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 eligibility criteria delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential eligibility criteria 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 clients without injury to clients, self, or others
- Maintain balance from any position
- Stand on both legs
- Coordinate hand/eye movements
- Push/pull heavy objects without injury to client, 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 client, self, or others
- Walk without a cane, walker, or crutches
- Function with hands free for nursing care and transporting items
- Transport self and client 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 client
- 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 client
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for clients 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 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. To be admitted one must be able to perform all the essential eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense to assist with the evaluation of the student's ability to perform the essential eligibility criteria. Requests for reasonable accommodations should be directed to the College's ADA coordinator.

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 Community 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 result 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.

Background Check 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. 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 identify those individuals who have committed offenses deeming them ineligible to care for clients 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 Suspect /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 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 with a copy of the background check results, if positive. Students should contact the vendor for 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 clients and sanctions or debarment. Felony or repeated misdemeanor activity 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 client care. Clinical agencies are obligated to assure that clients 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 Community 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 Community 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 result 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

for readmission according to the criteria in Section VII of this document.

Random Drug Screening

At any point or time during a student's enrollment, the student 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 Community 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 Community College System Drug Screen Procedure will be used.

Student Drug Screen Procedure

1. Students must pay the designated fee prior to the 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 about current medications.
6. The collector will collect monitored urine, blood, saliva and/or other specimen types.
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, Program Director, or designee 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, Program Director, designee, and the student will have access to the results, the exception being if any legal actions occur 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 the 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 Community 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 or 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, client-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, client-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 clients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

Client-Centered Care – Recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for client’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 client within the family and community context. (NLN def)

Safety – Minimizes risk of harm to clients 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 clients within a family and community context. (NLN def)

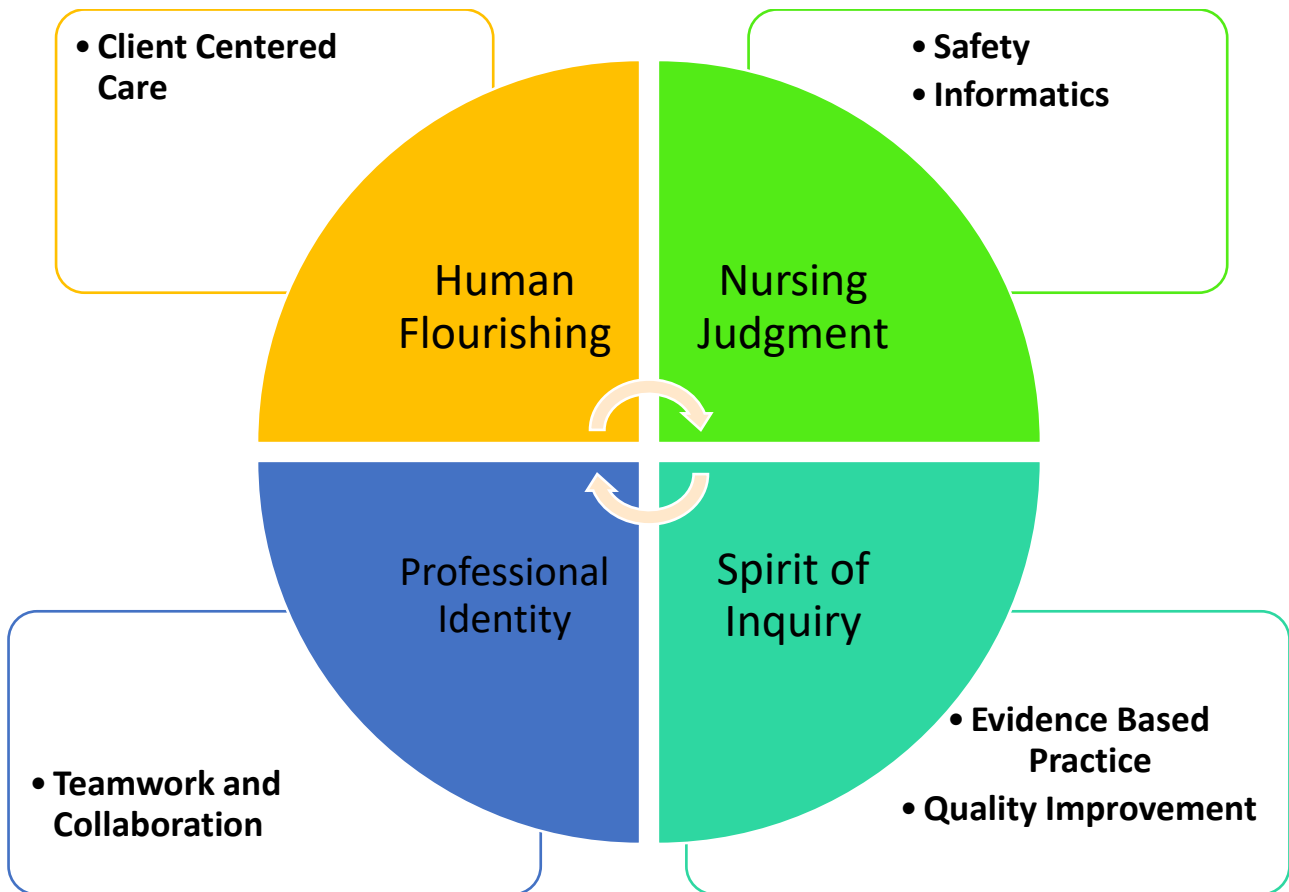
Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care. (QSEN def)

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 clients, families, and communities. (NLN def)

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

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

Conceptual Framework



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

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care 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 clients, oneself, and members of the health care team (NLN, 2010).

Client-Centered Care

Advocate for the client and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of clients 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 clients 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 client 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 client preferences in predictable client 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 clients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).

Client-Centered Care

Recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for client'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 clients 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 clients 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 clients 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 client 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 clients, 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, client/family preferences, and values for delivery of optimal health care (QSEN, 2012).

PRACTICAL NURSING CURRICULUM

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamentals Concepts of Nursing	4	2	1	7	13
MTH 116 Mathematical Applications or MTH 100 Intermediate Algebra (if not already completed)	3	0	0	3	3
BIO 201 A&P I (if not already completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not already completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not already completed)	3	0	0	3	3
BIO 202 A&P II (if not already completed)	3	1	0	4	5
Total	13	1	3	18	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 107 Intro to Speech (if not already completed)	3	0	0	3	3
Total	9	0	4	13	21

Practical Nursing Credit Hours

Nursing **25**
 Academic **20**

ASSOCIATE DEGREE NURSE (RN) CURRICULUM

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamentals Concepts of Nursing	4	2	1	7	13
MTH 100 Intermediate Algebra (if not completed)	3	0	0	3	3
BIO 201 A&P I (if not completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not completed)	3	0	0	3	3
BIO 202 A&P II (if not completed)	3	1	0	4	5
Total	13	1	3	18	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 107 Intro to Speech (if not completed)	3	0	0	3	3
Total	9	0	4	13	21

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

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology	2	2	0	4	6
Total	6	2	3	11	19

Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective	3	0	0	3	3
Total	6	0	4	10	18
Program Totals	44	7	15	66	106

Practical Nursing Credit Hours

Nursing	25
Academic	20
Total	45

Associate Degree Nursing Credit Hours

Nursing	39
Academic	27
Total	66

NURSING MOBILITY (LPN and Paramedic to ADN)
(Fall Semester in Brewton, Bay Minette, 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

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209 Concepts for Healthcare Transition	6	1	3	10	18
Total	6	1	3	10	18

Second Semester (Fourth semester in generic ADN program)

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology	2	2	0	4	6
Total	6	2	3	11	19

Third Semester (Fifth semester in generic ADN program)

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective	3	0	0	3	3
Total	6	0	4	10	18

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

Uniforms and Shoes NUR 112	\$500.00	
Senior Scrubs NUR 211	\$100.00	
Lab Fee NUR 112	\$150.00	
Lab Fee NUR 113	\$150.00	
Lab Fee NUR 209 (Mobility Only)	\$300.00	
Drug Screen 1	\$50.00	
Drug Screen 2	\$50.00	
Background Screen NUR 112	\$64.00	
CPR Certification NUR 112	\$45.00	(prior to admission)
Immunizations and Physical NUR 112	up to \$800	(prior to admission: depends on individual needs)
Graduation Fees NUR 114 OR 221	\$25.00	(optional: Only if printed document desired)
ATI Testing Fees Every Semester	\$530.00-\$790.00	(depending on program/semester)
Additional Testing Fees NUR 114/115	\$67-74	(tends to increase each year)
Additional Testing Fees NUR 221	\$67-74	(tends to increase each year)
PN Licensure	\$300.00	
RN Licensure	\$300.00	

ADN

Tuition/College Fees	\$164/credit hour
Books (estimate)	\$3,250

PN

Tuition/College Fees	\$164/credit hour
Books (estimate)	\$2,250

Mobility

Tuition/College Fees	\$164/credit hour
Books (estimate)	\$3,000

Optional

Pin/Lamp (pinning ceremony; price varies)	\$70
Student Nurses Association	\$20

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 251-580-2222.

COMMITTEES AND ORGANIZATIONS

Class Representatives

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

Nursing Diversity, Equity, and Inclusion Team

The charge of the Nursing Diversity, Equity, and Inclusion Team is to express the priorities, values, and commitments of diversity, inclusion, and equity for nursing faculty and students at Coastal Alabama Community College. This committee will create and assist in the implementation of an ongoing plan to foster a climate in which a proactive commitment to diversity, inclusion, and equity is the cornerstone of our programs. This charge will include coordinating awareness and activities for all students, faculty, and staff to foster an inclusive community of mutual trust, acceptance, and respect that reflects all individuals.

Organization for Associate Degree Nursing: Eta Theta Chapter of Alpha Delta Nu Honor Society

To promote scholarship and academic excellence in the profession of nursing, the Organization for Associate Degree Nursing (OADN) has established the Alpha Delta Nu Honor Society and has made provisions for the establishment of Institutional Honor Society Chapters. Coastal Alabama's Chapter is known as Eta Theta.

The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The Society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Qualified students will be encouraged to apply.

Simulation Committee

The purpose of the Simulation Committee is to provide insight into student educational concept needs to potentially be integrated into the simulation curriculum. Needs can be identified from standardized test scores, clinical evaluations, and/or anecdotal evidence from students and instructors.

Student Nurses 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.

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.

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.

NURSING FACULTY/STAFF DIRECTORY

NAME	TITLE	PHONE #	E-MAIL ADDRESS
All Campuses			
Dr. Jean Graham	Dean of Nursing and Allied Health	251-580-2293	Jean.Graham@coastalalabama.edu
Dr. Tiffany Scarborough	Departmental Director: Nursing and Allied Health	251-580-2256	Tiffany.Scarborough@coastalalabama.edu
Ms. Khorl Fields	Nursing and Allied Health Advisor	251-580-2257	Khorl.Fields@coastalalabama.edu
Mrs. Allison Spillman	Nursing and Allied Health Admissions	251-580-4978	Allison.Spillman@coastalalabama.edu
Mrs. Carman Godfrey	Simulation Lab Coordinator	251-990-0442	Carman.Godfrey@coastalalabama.edu
Bay Minette and Fairhope Campuses			
Dr. Natalie Dukes	Director of Nursing: Bay Minette and Fairhope	251-990-0443	Natalie.Dukes@coastalalabama.edu
Mrs. Heather Skelton	Clinical Coordinator: Bay Minette and Fairhope	251-990-0435	Heather.skelton@coastalalabama.edu
Ms. Beth Butler	Administrative Assistant: Fairhope	251-990--0434	Beth.Butler@coastalalabama.edu
Mrs. Michelle Trahan	Administrative Assistant: Bay Minette	251-580-4890	Michelle.Trahan@coastalalabama.edu
Ms. Alisha Adams	Nursing Faculty	251-580-4890	Alisha.Adams@coastalalabama.edu
Mrs. Katrina Allen-Thomas	Nursing Faculty	251-580-2268	Katrina.Allen@coastalalabama.edu
Mrs. Rebecca Boyer	Nursing Faculty	251-580-4481	Becky.Boyer@coastalalabama.edu
Mrs. Brittany Cleckler	Nursing Faculty	251-990-0448	Brittany.Cleckler@coastalalabama.edu
Dr. Rachael Jordan	Nursing Faculty	251-990-0454	Rachael.Jordan@coastalalabama.edu
Dr. Jennifer Killingsworth	Nursing Faculty	251-990-0446	Jennifer.Killingsworth@coastalalabama.edu
Ms. Connie Pizzotti	Nursing Faculty	251-580-2241	Connie.Pizzotti@coastalalabama.edu
Mrs. Jessica Porter	Nursing Faculty	251-580-4920	Jessica.Porter@coastalalabama.edu
Dr. Valarie Rumbley	Nursing Faculty	251-580-2286	Rachael.Jordan@coastalalabama.edu
Dr. Tyler Sturdivant	Nursing Faculty	251-580-4891	Tyler.Sturdivant@coastalalabama.edu

NURSING FACULTY/STAFF DIRECTORY (CONTINUED)

Brewton and Atmore Campuses			
Mrs. Lynette Ruckman	Director of Nursing: Brewton and Atmore	251-809-1543	Lynette.Ruckman@coastalalabama.edu
Ms. Brenda Calhoun	Administrative Assistant: Brewton and Atmore	251-809-1600	Brenda.Calhoun@coastalalabama.edu
Ms. Julia Babb	Nursing Faculty	251-368-7635	Julia.Babb@coastalalabama.edu
Mrs. Anita Boutwell	Nursing Faculty	251-809-1541	Anita.Boutwell@coastalalabama.edu
Ms. Susan Mack	Nursing Faculty	251-809-1508	Susan.Mack@coastalalabama.edu
Mrs. Nancy Mathews	Nursing Faculty	251-809-1604	Nancy.Mathews@coastalalabama.edu
Ms. Gretchen Dempsey	Nursing Faculty	251-809-1540	Gretchen.Dempsey@coastalalabama.edu
Ms. Jessica Coleman	Nursing Faculty	251-809-1600	Jessica.Coleman@coastalalabama.edu
Mr. Tyler Trotter	Nursing Faculty	251-368-7642	Tyler.trotter@coastalalabama.edu
Mrs. Brittany Cole	Nursing Faculty	251-368-7669	Brittany.cole@coastalalabama.edu
Mrs. Marla Jordan	Nursing Faculty	251-368-7650	Marla.jordan@coastalalabama.edu
Monroeville and Thomasville Campuses			
Dr. Joy Harrison	Director of Nursing: Monroeville and Thomasville	334-637-3160	Joy.Harrison@coastalalabama.edu
Ms. Regina Johnson	Administrative Assistant: Monroeville and Thomasville	251-575-8285	Regina.Johnson@coastalalabama.edu
Dr. Melanie Cosker	Nursing Faculty	251-575-8225	Melanie.Cosker@coastalalabama.edu
Mrs. Donna Holmes	Nursing Faculty	251-575-8296	Donna.Holmes@coastalalabama.edu
Dr. Ernestine Howard	Nursing Faculty	251-809-1654	Ernestine.Howard@coastalalabama.edu
Mrs. Holley Joyner	Nursing Faculty	251-575-8225	Holley.Joyner@coastalalabama.edu
Ms. Nikeya Richardson	Nursing Faculty	251-575-8382	Nikeya.Richardson@coastalalabama.edu

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 a PC or MacBook laptop with webcam and microphone as well as access to high-speed internet.**

_____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 unless enrolled in an apprenticeship with a participating 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 eligibility criteria 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 records 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 division 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 Division 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.

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, 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

**COASTAL ALABAMA COMMUNITY COLLEGE NURSING PROGRAM
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 the 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 _____

**COASTAL ALABAMA COMMUNITY COLLEGE NURSING PROGRAM
COACHING AND FEEDBACK RECORD**

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

Student	Date	Course
<p>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.</p>		
<p>Unsatisfactory Performance or Misconduct</p>		
<p>Corrective Measures</p>		
<p>Length of Probation</p>		
Student Signature	Date	
Instructor Signature	Date	
<p>Evaluation</p>		
<p>Outcome _____ Student <u>has</u> satisfactorily met/complete corrective measures _____ Student <u>has not</u> satisfactorily met/complete corrective measures</p>		
<p>Comments of Nursing Faculty/Chair</p>		

COASTAL ALABAMA COMMUNITY COLLEGE
Division of Nursing

Service Learning Activity

I certify that _____ completed _____ hours of
(Student's Name)

service learning with _____ on _____
(Name of Agency) (Date)

Agency Representative _____

Student's Signature _____

Objectives:

Uniform Guidelines for Coastal Alabama Nursing Students

REVISED 7/2022

All uniforms must be purchased from *The Scrub Shop* at Jubilee Square, 6880 Highway 90, Suite C-10, Daphne, Alabama. 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 client care at the clinical agency without the specified attire. Policies for uniforms are as follows:

- NUR 112
 - Clinical: A specific white top/burgundy pant (or white 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.
 - Lab: Burgundy scrubs 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.

- NUR 113
 - Clinical (Med/Surg and Peds): A specific white top/burgundy pant (or white 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.
 - Lab & Simulation Clinical: Burgundy scrubs 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.
 - Client Pick-up: Burgundy scrub pants (or skirt), the specified Coastal Alabama polo shirt purchased from *The Scrub Shop*, and nursing program lab coat.

- NUR 114
 - Clinical (Med/Surg, OB): A specific white top/burgundy pant (or white 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.
 - Lab & Simulation Clinical: Burgundy scrubs 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.
 - Clinical (Psych): Burgundy scrub pants (or skirt), the specified Coastal Alabama polo shirt purchased from *The Scrub Shop*, and nursing program lab coat (attire is same as for picking up client assignments).

- NUR 115
 - Practicum: Burgundy scrubs 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.

- NUR 209
 - Clinical (Med/Surg, OB, Peds): A specific white top/burgundy pant (or white 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.
 - Lab & Simulation Clinical: A specific white top/burgundy pant (or white dress) 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.

- Clinical (Psych): Burgundy scrub pants, the specified Coastal Alabama polo shirt purchased from *The Scrub Shop*, and nursing program lab coat (attire is same as for picking up client assignments).
- NUR 211
 - Clinical (all rotations) and Simulation Clinical: Gray scrubs or dress and full length, white or gray 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.
- NUR 221
 - Practicum and Simulation Clinical: Gray scrubs or dress and full length, white or gray 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.
- Attire for picking up client assignments: Burgundy scrub pants (or skirt), the specified Coastal Alabama polo shirt purchased from *The Scrub Shop*, nursing program lab coat, and appropriate student ID are to be worn for picking up client assignments. Pant length is not to pass the heel of the shoes. 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 client assignments. Minimal jewelry and make-up are allowed. Tattoos must not be visible. One small earring is allowed in each earlobe; no other piercings are allowed for client pick-up.
- Minimal ankle high length white socks (covering the ankles so no skin is shown when sitting) are to be worn with pants, and non-patterned white pantyhose are to be worn with dresses. All under-garments should be skin tone or white, 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, and no sandals are allowed. Shoes must have a full back and closed toes. White, leather athletic shoes are acceptable. Shoes must have a low heel. (The exception is NUR 112 lab: May wear closed-toe, closed heel tennis shoes).
- 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. Badge reels are not allowed.
- A watch with a second hand is required. Watches must be appropriate size for the wrist, generally no larger than a 25 to 50 cent coin. The band must be made of a washable plastic, vinyl, or metallic material; not leather. Vinyl or plastic watch bands must be white or black in color and must have no writing, pictures, or rhinestones (a plain watch). Smart watches are not allowed. Watches may be purchased through the store of choice.