NURSING PROGRAM HANDBOOK

2026/2027 Academic Year

6/2024, 3/2025, 6/2025, 7/2025, 9/2025, 11/2025, 3/2026, 6/2026, 8/2026

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COASTAL ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM 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 Nursing Program's guidelines. The Nursing Program operates within the policies of the Alabama Community College System (ACCS) and Coastal Alabama Community College (Coastal Alabama). Nursing students are obligated to follow all policies and procedures as detailed in the College's Policy and Procedure Manual. Additional guidelines and provisions are detailed in the Nursing Program Handbook, College Catalog, and Coastal Alabama Student Handbook.

Nursing students are responsible for being informed and for following the guidelines 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 guidelines 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 program handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with ACCS policy, the College Policy and Procedure Manual, the College Catalog, and the Coastal Alabama Student Handbook. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, guidelines, 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

Coastal Alabama Community College is an Equal Opportunity Educator and Employer. It is the policy of the College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like shall be excluded or limited from participation in or be denied the benefits of any college program or activity. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA). Coastal Alabama Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Coastal Alabama Community College will not discriminate against apprenticeship applicants or apprentices based on RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), SEXUAL ORIENTATION, GENETIC INFORMATION, OR BECAUSE THEY ARE AN INDIVIDUAL WITH A DISABILITY OR A PERSON 40 YEARS OLD OR OLDER. Coastal Alabama Community College will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

ACCREDITATION

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Coastal Alabama Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Coastal Alabama Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.

The Associate Degree Nursing program with Practical Nurse option at Coastal Alabama Community College at the Bay Minette Campus located in Bay Minette, AL; Brewton Campus located in Brewton, AL; Fairhope Campus located in Fairhope, AL; Monroeville Campus located in Monroeville, AL; and Thomasville Campus located in Thomasville, AL is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The Practical Nursing program at Coastal Alabama Community College at the Atmore Campus located in Atmore, AL, Bay Minette Campus located in Bay Minette, AL, and Thomasville Campus located in Thomasville, AL is accredited by the Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program and the Practical Nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

The Associate Degree Nursing and Practical Nursing programs of Coastal Alabama are approved by the Alabama Board of Nursing (ABN).

Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Ave.
Montgomery, AL 36104
334-293-5200
https://www.abn.alabama.gov/

Coastal Alabama Community College's Simulation Program has been awarded full accreditation by the Society for Simulation in Healthcare (SSH) in the areas of Teaching/Education. This status has been granted from November 10, 2023, through December 31, 2028. The mission of the Simulation Program at

Coastal Alabama Community College is to prepare all learners to be competent in providing safe patient care within the global community.

SSH
PO Box 856114
Minneapolis, MN 55485
866-730-6127
https://www.ssih.org

Coastal Alabama Community College is designated as a National League for Nursing (NLN) Center of Excellence™ in the category of "Enhances Student Learning and Professional Development." The NLN Centers of Excellence™ program recognizes nursing schools and organizations that have achieved measurable, sustained excellence in key areas of nursing education. The designation reflects Coastal Alabama Community College's unwavering commitment to fostering an inclusive, supportive, and academically rigorous learning environment where students thrive and faculty are empowered to excel.

National League for Nursing
2600 Virginia Avenue, NW | Eighth Floor
Washington, DC 20037 | 800-669-1656
https://www.nln.org/home

CLASSROOM GUIDELINES

Attendance

The Nursing Program complies with Coastal Alabama Policy 04.01.05. Only approved students may attend nursing courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed, and for obtaining the material or audiovisuals for that class. 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).

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 may be considered rude and disruptive and may be 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 being 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, in the course syllabus, and 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 Nursing Programs. Canvas is the learning management system used by the College. Students are expected to check Canvas daily 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. Students should not share their login credentials with anyone. Sharing login information may compromise the security and integrity of college systems and their data and 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 DISA (formerly CastleBranch). Costs related to DISA are the sole responsibility of the student. Administrative Assistants track the required documents in DISA. All records are to be submitted to DISA by the assigned due date. Students will receive email notification from DISA or the appropriate Administrative Assistant. Students will not be allowed to attend class or clinicals if the required information is not received by the assigned due date. Failure to submit the required information by the close of the drop/add period as published on the College Academic Calendar for the current semester may result in administrative withdrawal from the course. Submitting records by the due date specified by the Nursing Program constitutes a quiz grade of 100%. Failure to submit 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. Clinical facilities may require copies of student records in order to provide clinical clearance.

Student Record Maintenance
Students should keep the Nursing Program and Office of Admissions updated on any changes in name, address, or phone number by completing the *Student Information Change Request Form*.

Assignments
No credit is awarded 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 (HESI) and ATI remediation, skills booklet, cultural competence assignments, and service-learning hours.

Service-Learning Hours
Coastal Alabama Nursing believes in providing opportunities for service-learning/community service activities. These opportunities allow nursing students to foster benevolence and engage in reflective activities that serve the community while enhancing civic engagement. Service-learning hours must be hands-on. If one chooses to donate blood for service hours, the actual time it takes for donating blood should be recorded, and that time will be awarded for service-learning hours. Requirements are as follows:

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

Academic Honesty/Student Conduct
The Nursing Program complies with Coastal Alabama Policy 05.06. 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.
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 (including test banks)
- Bribing to obtain exam information
- Sharing or receiving 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

Audio and Video Recording Guidelines
Recording 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 exams or exam reviews.

Electronic Devices
Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads), smart watches, or smart glasses may be distracting to both faculty and students in classrooms, labs, and testing centers. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, Division Chair, Associate Dean of Nursing, Dean of Nursing and Allied Health, or designee. 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
The Nursing Program complies with Coastal Alabama Policy 01.06. Minors may not accompany students.

Accommodations for Americans with Disabilities
The Nursing Program complies with Coastal Alabama Policy 02.02. Further information may be found at the *Disability Services* webpage. Only the Office of Disability Services can determine accommodations.

Safety, Health, and Security
The Nursing Program complies with Coastal Alabama Policy 07.02.

Social Networking Policy
The Nursing Program complies with Coastal Alabama Policies 10.09 and 05.06.

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 GUIDELINES

Grading/Grade Distribution

The Nursing Program complies with Coastal Alabama Policy 04.01.15. 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.

Most nursing courses consist of a combination of theory, laboratory, and clinical components. Laboratory and clinical grades are assigned a 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 laboratory and/or 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. The last day to withdraw is published in the college academic calendar.

Course Grade Distribution

NUR 112:

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 5%
- ATI PN Fundamentals Proctored Exam: 2%
- CRE average (1ST Attempt Only): 2%
- Skills Validations Average: 2%
- Medication Administration Skills Validation: 2%
- Physical Assessment Skills Validation: 2%

NUR 113:

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 5%

- Dosage Calculation Exam (1ST Attempt Only): 2%
- ATI RN Fundamentals Proctored Exam: 4%
- CRE average (1ST Attempt Only): 2%
- Skills Validations Average: 2%

NUR 114:

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 5%
- Dosage Calculation Exam (1ST Attempt Only): 2%
- ATI RN Nutrition Proctored Exam: 2%
- ATI PN Pediatric Nursing Exam: 2%
- ATI PN Comprehensive Predictor: 2%
- Evolve HESI Comprehensive PN Exit Exam 2%

NUR 115:

- Final Exam: 15%
- Midterm Exam: 15%
- Quizzes/Assignments: 6%
- Weekly Team-Based Learning & Discussions: 45%
- ATI PN Management Proctored Exam: 5%
- ATI PN Comprehensive Predictor: 7%
- Evolve HESI Comprehensive PN Exit Exam: 7%

NUR 209:

- Final Exam: 20%
- Midterm Exam: 10%
- Module Exams: 60%
- Dosage Calculation Exam (1ST Attempt Only): 2%
- Quizzes/Assignments: 5%
- ATI RN Fundamentals Proctored Exam: 1%
- ATI RN Nutrition Proctored Exam: 1%
- ATI RN Pediatric Nursing Proctored Exam: 1%

NUR 211:

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 5%
- Dosage Calculation Exam (1ST Attempt Only): 2%
- ATI RN Mental Health Nursing Proctored Exam: 2%
- ATI RN Maternal Newborn Proctored Exam: 2%
- ATI RN Adult Med-Surg Nursing Proctored Exam: 4%

NUR 221:

- Module Exams: 33%
- Quizzes/Assignments: 6%
- Dosage Calculation Exam (1ST Attempt Only): 2%
- Team-Based Learning: 15%

- ADN Portfolio: 3%
- ATI Adaptive Quiz Participation: 1%
- ATI Capstone: 10%
- ATI Pharmacology Exam: 5%
- ATI Leadership Exam: 5%
- ATI RN Comprehensive Predictor: 10%
- Evolve HESI RN Comprehensive Exit Exam: 10%

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. Writing utensils, tests, answer sheet forms, and calculators, if specified, are the only items allowed on the desk for exams. Calculators and smart devices (i.e. watches, rings, glasses, etc.) are not allowed for testing unless specified. If allowed, calculators must have instructor approval and may not be shared. Computer screens should be set to maximum brightness, and no screen protectors should be utilized. A writing utensil is required for all tests. Seating for tests may be assigned. 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 generally allowed one minute per question; however, one and one-half minutes are allowed for questions requiring multiple steps and for math computations.

To mimic the testing and scoring procedures of the NCLEX, students will not be allowed to review or flag questions during a module or final exam. Once each standard question is answered, only the ability to progress forward in the exam will be allowed. Electronic proctoring software may be utilized for the administration of all exams for added test security. Partial credit will be awarded for multiple-response exam items, regardless of testing platform (ATI, HESI, Canvas). The scoring algorithm utilized by each platform for awarding of partial credit will be adopted.

Each module exam will typically contain 50-60 gradable items, which may include a combination of traditional multiple choice questions and NGN clinical judgement questions. Students arriving late for an exam must take the exam in the remaining time available. The time at which students are expected to return to class following an exam will be posted on the classroom white board. 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. A bulleted item review for course unit exams and a detailed blueprint with the number of item types for each course final exam will be provided.

Exam Reviews
Exam reviews will be held at the discretion of the instructor. Attendance is encouraged and will be tabulated. Every attempt is made to review within one week of the date for which a test was administered. During test reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders, cell phones, smart devices (i.e. watches, rings, glasses), 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 administered or from the date the exam was reviewed, whichever is longer. The instructor and another faculty member, or the Division Chair, 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 administered the first day of each semester starting with NUR 113 (not including NUR 209) regardless of whether the course is scheduled for that day. A detailed exam blueprint and practice exam will be provided for each course dosage calculation exam. A total of one hour will be allotted for completion of each attempt. The standard number of questions will be 30. Students must pass the dosage calculation exam with a minimum of 80% by the second attempt to attend clinicals and to continue in the course. The second attempt is typically administered the second day of each semester regardless of whether the nursing course is scheduled for that day, allowing for successful completion prior to the end of drop/add. 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. Students should contact the appropriate Division Chair and complete the Extenuating Circumstances Claim Form to request extenuating circumstances. All attempts should be complete by the end of the drop/add period.

Achievement Exams
Achievement exams are administered each semester. These exams measure the students' preparedness regarding specific areas of nursing. Fees for these exams are included with course registration. Students will be assigned remediation to improve their knowledge base.

Final comprehensive achievement exams for the practical nursing student are administered at the end of NUR 114/115 and for the registered nursing student at the beginning of NUR 221. Students must make a score that reflects a moderate to high probability of passing the National Council Licensure Exam (NCLEX). Achievement exams require 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. Students should contact the appropriate Division Chair and complete the Extenuating Circumstances Claim Form to request extenuating circumstances. 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 to use the drop-down calculator for dosage calculation questions on ATI/HESI testing.

ATI Achievement Exam/Content Mastery Series Exam Grading Information:

- Practice Assessments A & B are required and will constitute a quiz grade. Practice Assessment remediation (focused reviews and template completion) is highly advised.
- Standardized Proctored Assessment Grading Rubric:

- Level 3: Student Grade = 100%; Minimum one-hour focused review; For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item.
- Level 2: Student Grade = 75%; Minimum two-hour focused review; For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item.
- Level 1: Student Grade = 25%; Minimum three-hour focused review; For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item.
- Below Level 1: Student Grade = 0%; Minimum four-hour focused review; For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item.

ATI Comprehensive Predictor Grading Information (NUR 114/115, 221):

- Practice Assessments A & B are required and will constitute a quiz grade. Practice Assessment remediation (focused reviews and template completion) is highly advised.
- Comprehensive Predictor Grading Rubric:
  - Student's Passing Predictability $\geq$ 95%: Student Grade = 100%; Minimum one-hour focused review. For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item. ***Retake Optional in NUR 221. No retake provided in NUR 114/115.***
  - Student's Passing Predictability 90-94%: Student Grade = 75%; Minimum 2-hour focused review. For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item. ***Retake Optional in NUR 221. No retake provided in NUR 114/115.***
  - Student's Passing Predictability 87-89%: Student Grade = 50%; Minimum 2.5-hour focused review. For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item. ***Retake Required in NUR 221. No retake provided in NUR 114/115.***

- Student's Passing Predictability 85-86%: Student Grade = 25%; Minimum 3-hour focused review. For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item. ***Retake Required in NUR 221. No retake provided in NUR 114/115.***
- Student's Passing Predictability 84% or below: Student Grade = 0%; Minimum 4-hour focused review. For each "Sub-Scale" of the "Individual Performance in the Major Content Areas" scored less than the National Mean for that sub-scale, the student must complete an active learning template for each item missed. There should be a minimum of 3 critical points explained for each item. ***Retake Required in NUR 221. No retake provided in NUR 114/115.***

*For all ATI Content Mastery Series Assessments and the Comprehensive Predictor: Quiz points will be awarded for the first practice test grade.
*For all ATI Content Mastery Series Assessments and the Comprehensive Predictor: If remediation is not completed as assigned, an incomplete 'I' will be recorded as the final course grade until remediation assignments are submitted.
*In NUR 221, students are required to take a second ATI Comprehensive NCLEX Predictor if not scoring at the 90% predictability with the first Comprehensive Predictor. NUR 221 students may elect to take a second attempt in order to achieve a higher score, if desired. Students must communicate to the course instructor by a specified due date if a second attempt is desired. Remediation is required for the first and second assessments as appropriate. The higher score between the first attempt and second attempt, if applicable, will be recorded in the gradebook.

Evolve/HESI Grading Information
Evolve's Comprehensive Testing (HESI; PN and RN) grading is as follows:

- **Score of 900 or higher** is awarded 100%
- **Score of 850-899** is awarded 75%
- **Score of 825-849** is awarded 50%
- **Score of 800-824** is awarded 25%
- **Score of 799 or below** is awarded 0%

All students are required to complete a remediation assignment upon completion of an Evolve Comprehensive Exam (HESI Exit). NUR 221 students are required to take a second HESI comprehensive exam if not scoring 900 or higher on the first exam. NUR 221 students may elect to take a second attempt in order to achieve a higher score, if desired. Students must communicate to the course instructor by a specified due date if a second attempt is desired. Remediation is required of the first and second exam as appropriate. The highest score between the first attempt and second attempt, if applicable, will be recorded in the gradebook. ***Students must pay for the second HESI exam.***

Remediation requirements are as follows:

- Complete all remediation requirements as assigned through Elsevier, including Essential Packets, Case Studies, and Clinical Judgment requirements. Individual student requirements may vary based on individual exam performance.

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 recorded for the second missed exam. Make-up exams should be administered prior to the last day to withdraw as posted in the College calendar. 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 administered only with documented extenuating circumstances. Students should contact the appropriate Division Chair and complete the Extenuating Circumstances Claim Form to request extenuating circumstances.

Mid-Term Progress
A mid-term progress report is provided 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 Nursing Program complies with Coastal Alabama Policy 04.01.12. 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. Final exams contain 100 questions.

Incompletes
The Nursing Program complies with Coastal Alabama Policy 04.01.15. Incompletes must be replaced with a grade of 'C' or higher before the student is allowed to progress to the next semester.

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 generally 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
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 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. 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 submit a request to the appropriate Division Chair and complete the Extenuating Circumstances Claim Form.

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 unencumbered 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 member/advisor to discuss eligibility for reinstatement.
2. Complete an online reinstatement application form within 48 hours of final grade postings in the semester prior for consideration of reinstatement the following semester.
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 into the Nursing Program after having failed a clinical may be automatically placed on probationary status.

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 Nursing Administrator of the 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 all clinical agencies for clinical experience.
7. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. Demonstrate competency in previous course(s) as required by the College's Nursing Program.

9. 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.
10. Student selection for transfer is based on GPA in Nursing Program required courses.

Program Completion
Students successfully completing NUR 112, NUR 113, NUR 114, and NUR 115 and required academic courses will be awarded the Practical Nursing certificate. The Associate of Applied Science Degree in Nursing is awarded to students who have successfully completed required academic courses, along with NUR 112, 113, 114, 115, 211, and 221. Students are responsible for meeting all the progression and graduation requirements.

Students accepted into the stand-alone Practical Nursing Program are not allowed to transfer into the traditional Associate Degree Nursing (ADN) track when the third semester of the PN curriculum is complete. Graduates of the Practical Nursing Program may apply for the Mobility (LPN/Paramedic to ADN) Program to complete the Associate of Applied Science Degree in Nursing after obtaining the requirements. LPN students who successfully completed the Alabama Community College System concept-based PN curriculum within one previous year from the start of the Mobility program may be exempt from NUR 209. Exempt students begin with NUR 211.

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 dishonesty/academic dishonesty

Withdrawal
The Nursing Program complies with Coastal Alabama Policy 04.01. 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 Coyote Hub account and withdraw. To withdraw from **all** classes, students must complete the online total 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.

LAB GUIDELINES

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 lab setting.

- 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

Specific burgundy scrubs (top and pants) are to be worn in all labs and simulation clinical labs. Burgundy scrubs should be purchased from the Coastal Alabama Barnes and Nobles Bookstore. A burgundy warm-up jacket is optional. White nursing shoes are required in labs from NUR 113 forward. A white pocket organizer, stethoscope, pen light, writing pen, pencil, highlighter, bandage scissors, ruler, hemostats, black permanent marker pen, appropriate watch, calculator, and goggles are required for all labs and clinicals. Unless noted above, attire in lab and simulation clinical labs are expected to match that of direct-care clinical attire requirements.

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 and sign out 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.
- In NUR 112 and NUR 113, prior to a skill validation, each student must pass a clinical reasoning evaluation (CRE) with a minimum of 75% for that particular skill. The student will have three physical 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 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 physical 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 grade. 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. Students are to have a skills validation/check-off sheet for practicing skills. Instructors will apply the following time limits for each skills validation/check-off station:

- Hand Hygiene- 2 minutes
- Sterile Gloving- 5 minutes
- PPE- 5 minutes
- Sterile Wound Care- 15 minutes
- Vital Signs- 15 minutes
- NG Insertion/Removal- 20 minutes
- Enteral Feeding- 15 minutes
- Physical Assessment- 20 minutes
- Medication Administration- 45 minutes
- Mixing Insulin – 10 minutes
- Indwelling Catheter Insertion/Removal – 25 minutes
- IV Insertion/Tubing/Removal – 30 minutes
- Trach Suctioning/Care – 30 minutes
- CVAD Dressing Change – 15 minutes

- 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 GUIDELINES

Clinical Attire

Specific uniforms are required. A long-sleeved white undershirt is optional. 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 fit 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. Uniforms are to be worn only when functioning in the role of the student. Guidelines for uniforms are as follows:

- Clinical and NUR 221 Practicum: A specific burgundy top (Coastal AL logo)/burgundy pant (a skirt option is acceptable – see Division Chair for request/approval); white lab jacket (Coastal AL logo) is required. Dresses/skirts must be at knee length or lower. A white lab jacket is not required for skills lab or simulation clinical experiences. A long-sleeved white undershirt is optional.
- Client Pick-Up, Psych Clinical, NUR 115 Practicum: Burgundy scrub pant (or skirt), the specified Coastal Alabama Polo shirt, white lab jacket (Coastal AL logo).

Requirements:

- Student/Facility Identification (ID): 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 portion of the top. ID clips must be approved by nursing faculty, if allowed. Badge reels are not allowed. Students may be dismissed from a clinical experience for failure to have the proper ID badge in full sight.
- Pants: Pant length is not to pass the heel of the shoes.
- Caps: No caps are allowed apart from a solid white, gray, black, or burgundy hospital scrub hat.
- Shoes: Closed toe, closed heel shoes with a short heel (no more than 3 inches) are to be worn to pick up client assignments. Completely white, leather shoes that can be polished and kept clean are required for clinicals/labs beyond NUR 113. 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).

- Socks: 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 skirts.
- Under-Garments: 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 (undershirt) may be worn, if desired.
- Watch: Conservative watch (with second hand). Metallic or vinyl, white or black band. No smart watches are allowed.
- Supplies: A white pocket organizer, stethoscope, pen light, writing pen, pencil, highlighter, bandage scissors, ruler, hemostats, black permanent marker pen, appropriate watch, calculator, and goggles are required for all labs and clinicals. No smart glasses are allowed.
- Hair: 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. Hair securement devices should be the same color as one's hair. Bright-colored hair securement devices are not allowed.
- Fingernails: Fingernails must be short, filed, and clean. Nail polish and artificial nails are prohibited.
- Makeup: Makeup should be conservative. No false eyelashes may be worn during clinicals or simulation.
- Jewelry: Plain wedding band, if desired. No smart ring devices are allowed. 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. Jewelry for client pick-up: Minimal jewelry is allowed. One small earring is allowed in each earlobe; no other piercings are allowed for client pick-up.
- Tattoos: Tattoos should be covered per clinical agency policy.
- Fragrances: No cologne or perfume is allowed due to possible client allergies. Lotions and deodorants must be fragrance-free.
- Hygiene: Students are expected to bathe, wear deodorant, practice proper oral care, and change undergarments daily. Students may use mouthwash.

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 clinical at that site. Missing a clinical from lack of clinical orientation 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 may fail the clinical component for the course. Students who are 15 minutes or more late for a clinical may be sent home; if sent home, it is considered a missed day. Students who miss more than one clinical day should contact the appropriate Division Chair and complete the Extenuating Circumstances Claim Form to request extenuating circumstances.

Students missing a clinical day may be provided with an alternative assignment or will be required to make up the missed day at the discretion of the course instructor and Division Chair. An absence 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 may fail the clinical component of the course.

General 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 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 supervisor, 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 may be dismissed home; if sent home, the day will be considered an absent clinical day.
- Students are expected to use their time productively. Students should seek out opportunities to assist others when not busy with their assigned client. Students should not gather in the hall, sit at the nurses' station, or congregate in the break room.
- Communication with clients should be client-centered. No personal affairs/problems are to be discussed while providing patient care.
- 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. Family members and significant others should not visit students at a clinical site.
- 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. Electronic devices provided by clinical facilities in client care areas should only be used to access medical information for direct care of clients. Use of cell phones and/or electronic devices during clinicals for non-client care activities will result in a '1' for that clinical day under the category of "professionalism". 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.
- The Nursing Program complies with Coastal Alabama Policy 02.23. No smoking/vaping/use of tobacco products is allowed in or on Coastal or clinical facility premises, including the parking lots. Students caught smoking/vaping/using tobacco products or smelling of smoke while at clinical/simulation clinical will receive a '1' 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 day-time clinical (or 12 noon and 7 pm prior to an evening 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. Thievery 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 supervisor and obtain permission to leave early if necessary. Make-up assignments may be required. Thirty minutes are assigned for a lunch break. Students should notify the clinical supervisor before leaving a clinical unit for any reason.
- Students are to bring their skills book to each assigned clinical. Students are responsible for obtaining the clinical supervisor signature on skills performed.
- Skills should only be validated in the skills booklet when completed successfully and when witnessed by the clinical supervisor/Journey Worker/preceptor. No credit is provided for observation of a skill that is not considered a peer review check-off in the skills booklet. No invasive procedures may be performed by a student without the supervision of the Coastal Alabama clinical supervisor/Journey Worker/preceptor, including medication administration. Students in NUR 115 practicum and NUR 221 practicum may perform approved invasive procedures with the assigned preceptor and as per facility regulations.
- 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/clinical supervisors, 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 Administrative Code and adhering to those policies, including standard and universal precautions.
- 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 supervisor, should inform the assigned facility nurse what duties will be performed throughout the shift. Students will report patient care and data to the primary nurse and clinical supervisor. The documentation of information in the electronic health record (EHR) will follow facility policy. Reporting to the clinical supervisor and primary nurse will ensure the patient is cared for properly and safely.
- Students who have been terminated and are deemed ineligible for rehire from a clinical facility used by the Nursing Program may not be 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 results in failure of the course(s). Students may not continue to attend class for the course in which a clinical failure has occurred.

Apprenticeship Opportunities

Coastal Alabama's Nursing Programs have established apprenticeship opportunities with various clinical affiliates. Students admitted into Coastal Alabama's Nursing Programs will have the opportunity to apply for an apprenticeship during the first semester of the Nursing Program. Apprentices are expected to abide by clinical guidelines. Other guidelines/information unique to the apprenticeship experience are found in the *Coastal Alabama Nursing Apprenticeship Handbook* and will be reviewed upon apprenticeship orientation. Coastal Alabama's Nursing Apprenticeship opportunity is a registered apprenticeship program that has been vetted, approved, and validated by the United States Department of Labor, along with the Alabama Office of Apprenticeship.

Health Insurance Portability and Accountability Act (HIPAA)

- Students will follow HIPAA confidentiality requirements. 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. Level 1 violations result in a reprimand and counseling by the instructor. Level 1 violations carry over to the next semester. 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 a computer in the clinical setting
    - Not password protecting any personal device that is used to record client information
  - Level 2 constitutes an intentional violation of HIPAA. Level 2 violations result in the student receiving a reprimand along with probation for the remainder of enrollment in the Nursing Program.
    - 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 3 constitutes an intentional violation of HIPAA. 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, if desired. Reinstatement to the program is not guaranteed. If reinstated, a repeat violation would result in the student's automatic dismissal from the program.

  Examples of Level 3 violations include but are not limited to:
  - Unauthorized access to client records
  - The discussion of the client's health/personal information with others not involved in the client's care
- 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 may fail the clinical portion of the course if missing more than one clinical, including simulation.
- Pre-simulation Preparation: Students must create and submit a blank client chart in ClinPrep and complete the required simulation preparation assignments (See Canvas Simulation course).
- Simulation Clinical Concluding Assignments: Students are required to submit the post-clinical reflective note assignment in ClinPrep. Students are encouraged to complete lab and clinical supervisor evaluations as directed.
- ClinPrep Evaluation: The evaluation tool for simulation performance is the same as for facility-based clinicals. Students will be graded on specific criteria as listed on the course evaluation tool. The overall simulation clinical is a formative experience.

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 and acknowledging their scores on the Clinical 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. Students not progressing as expected in clinical performance/those performing poorly may be required to remediate clinical skills at Coastal Alabama's nursing skills lab. A Skills Lab Referral form may be used as needed. Students may not perform the skill in the clinical setting until successful remediation and a repeat skills validation is completed after issuance of a Skills Lab Referral form.

Full-time faculty round on students during clinical rotations. A PURPOSE Tool is utilized to guide the student/faculty interaction.

Clinical Unsatisfactory
The following are examples that may constitute an unsatisfactory clinical evaluation in a particular criterion. Students may be sent home, receive '1s', be placed on clinical probation, 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 (may be automatically sent home).
- Breach of client safety as determined by the clinical supervisor.
- 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 clinical supervisor.
- Committing an error when administering medications/IV therapy or performing procedures or skilled nursing care without the prior approval of the clinical supervisor.
- Eating, drinking, watching television, sleeping, 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 supervisor 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 instructor with the purpose of correcting the student's area of concern. The faculty members, with direction from the Division Chair, 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 removed from probation before the end of the probationary period at the recommendation of the faculty.

The student will be counseled by the course instructor and provided with written notice of probation. Recommendations and guidance will be provided 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 may fail the course; in addition, the student may be withdrawn or terminated from the program.

NOTE: 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.

Medication Errors
Students involved in a reported medication error during facility-based clinical and/or practicum experiences may be dismissed from the currently-enrolled course, prohibited from completing additional clinical hours, or dismissed from the nursing program, regardless of satisfactory academic performance in didactic content. Students may be eligible for reinstatement in future semesters depending on severity of the medication error and the affected client's condition if dismissed from the currently-enrolled course. Students will be placed on clinical probation for the remainder of the program upon continuation of coursework, if applicable, and are required to satisfactorily complete the following remedial activities prior to granting of reinstatement and/or resumption of clinical hours:

- ATI Dosage Calculation and Safe Medication Administration 4.0 – "Medication Administration"
- ATI Skills Module 4.0 – "Concepts of Medication Administration"
- ATI Skills Module 4.0 – "Injectable Medication Administration"
- ATI Skills Module 4.0 – "Intravenous Medication Administration"
- ATI Skills Module 4.0 – "Oral and Topical Medication Administration"
- Coastal Alabama Skills Validation on Medication Administration

Each incident will be reviewed by the Extenuating Circumstances Committee and the associated course faculty utilizing the Student Practice Event Evaluation Tool (SPEET).

- Students determined to commit a medication error based on ***human error*** will be immediately prohibited from completing further facility-based clinical and/or practicum hours until the assigned remediation is complete. The student will be allowed to continue didactic and/or lab studies and will resume facility-based clinical and/or practicum hours after completion of remediation if all other clinical guidelines have been met for the course (absences, performance, etc.). Students will be placed on clinical probation for the remainder of the program upon continuation of coursework.
- Students determined to commit a medication error based on ***at-risk behavior*** may be dismissed from the currently-enrolled course and may be eligible for reinstatement in future semesters, pending completion of the assigned remediation and history of reinstatement in the nursing program. Students will be placed on clinical probation for the remainder of the program upon continuation of coursework, if applicable, and are required to satisfactorily complete assigned remedial activities prior to granting of reinstatement.
- Students determined to commit a medication error based on ***reckless behavior*** may be dismissed from the nursing program and may not be eligible for reinstatement in future semesters.

Student Grievances/Complaints
The Nursing Program complies with Coastal Alabama Policy 05.08. To resolve conflict at the lowest levels, the procedures below should be followed:

- Students with a concern regarding a nursing course should first discuss the issue with the course instructor.
- If the student is dissatisfied, the student should discuss the issue with the campus Division Chair.

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

Accidents and Injury
The Nursing Program complies with Coastal Alabama Policy 07.02. If a student should receive an injury (such as a needle stick, etc.) while performing duties as a student nurse at the clinical site, the student shall contact the clinical supervisor and the appropriate supervisor from the clinical site. The clinical agency is generally 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
The Nursing Program complies with Coastal Alabama Policy 07.02. 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 are performed by an approved agency. Students are also bound by the drug testing and background screening policies of the clinical site and/or apprenticeship agency (example: 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/or interfere with the student's ability to perform essential eligibility criteria should be reported to the course 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 7 am preceding a morning clinical (or between the hours of 12 noon and 7pm preceding a night clinical).
- Students agree that neither the College nor any member of the Nursing Program 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 through funding of student fees by the Nursing Program. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance for the duration of participation in the program. Students must provide proof of insurance at 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 accommodation 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.

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:

<u>SENSORY AND PERCEPTION</u>

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.

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 may 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. Background checks must be completed before newly admitted or reinstated students are allowed to attend healthcare related 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 may 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 may 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 may include, but is not limited to:
    a. Positive identification.
    b. Maiden/AKA name search.
    c. Social Security Number trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
    d. Residency history.
    e. Driving license/driving history/motor vehicle records including any traffic citations.
    f. Education verification.
    g. Employment verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
    h. Healthcare employment verification network search.
    i. Nurse aide registry.
    j. Professional license/certification verification.
    k. Personal credit history, which is based on reports from any credit bureau.
    l. Personal references/interviews.
    m. Seven year criminal and civil record search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
    n. Most wanted list.
    o. National criminal database searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
    p. Adult and child abuse/neglect registries.
    q. National sex offender/predator registry search which includes a search of the state or county repository for known sexual offenders.
    r. Misconduct registry search.
    s. Office of the Inspector General (OIG) List of Excluded Individuals/Entities which

identifies those individuals who have committed offenses deeming them ineligible to care for 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 to include 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 may 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 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 results in failure of the course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses. (Drug screens considered inconclusive, such as 'diluted', will need to be confirmed with further testing at the expense of the student). Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer (any costs will be the responsibility of the student).
7. Results will be sent to the Division Chair, Associate Dean, 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 specified in this document.

Random Drug Screening

At any point in time during a student's enrollment, the student may be subject to a random drug screen. The Dean and/or Associate Dean 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 above 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 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. If 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 Division Chair, Associate Dean, 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 may be immediately terminated from the program.

Student Drug Screen Procedure

Drug screening procedures generally follow the procedures below:

1. Students must pay the designated fee prior to the time of specimen collection. Apprenticeship students may be reimbursed for the cost of the drug screen based on individual partnering facility guidelines.
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 Division Chair, Associate Dean, 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, Associate Dean, or designee will receive all test results. Confidentiality of the test results will be maintained in the Nursing Department. Only the Dean, Associate Dean, Chairperson, 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 Nursing Division 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 Nursing Division Chair. If the student remains unsatisfied, the student should explain in writing the complaint. The Nursing Division Chair will have seven working days to respond.
5. If the student cannot reach an agreement with the Nursing Division Chair, the student's next step is to present documentation to the Associate Dean of Nursing, then 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 may choose to complete a formal student complaint form.

Readmission
To be considered for readmission, students who withdraw from or are removed from the program due to a positive drug screen must:

1. Have an approved 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 their aspects.

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

Alabama Community College System
Nursing Program Mission/Philosophy

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 errors, and support decision making. (QSEN def)

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

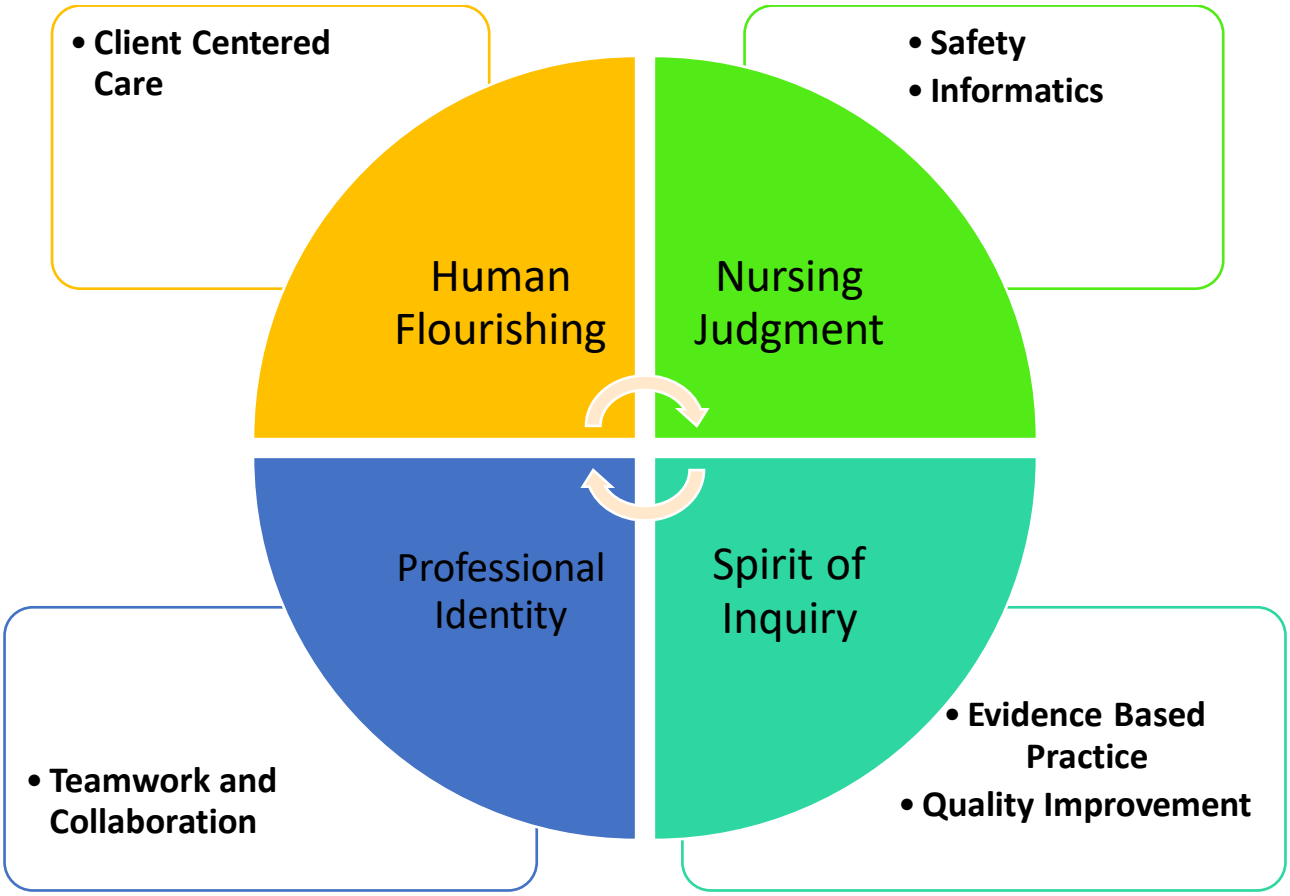
Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care. (QSEN def)

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 dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care. (NLN, 2014).

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

Nursing Judgement
Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team. (NLN, 2014).

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 patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).

Client-Centered Care
Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for 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 patients within a family and community context (NLN, 2010).

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

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

Professional Identity
Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).

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

Spirit of Inquiry
Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).

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

Evidence-Based Practice
Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

PRACTICAL NURSING (PN) 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 (ADN) 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 apply for the NCLEX-PN 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**

Students are eligible to apply for the NCLEX-RN after successful completion of the fifth semester.

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)

ASSOCIATE DEGREE NURSE (ADN) 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 LPN license or Paramedic license that allows for practice in Alabama is required.

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209 Concepts for Healthcare Transition	**6**	**1**	**3**	**10**	**18**
NUR 999 Mobility Credit				**15**	
Total	**6**	**1**	**3**	**25**	**18**

After successful completion of NUR 209, the student will be awarded 15 hours of non-traditional credit (NUR 999).

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**

LPN to ADN students who completed the concept-based curriculum within one year from the start of Mobility program coursework are exempt from taking NUR 209. These students will enter the 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

Estimated program costs are available for viewing on the Coastal Alabama Community College Nursing Program webpage.

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 and Fire Safety Reports. 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.

Curriculum Committee

The mission of the Curriculum Committee is to ensure the development, evaluation, and continuous improvement of a rigorous, evidence-based nursing curriculum that prepares competent and compassionate nursing professionals. The committee is dedicated to aligning the curriculum with academic standards, accreditation requirements, and healthcare trends while fostering a student-centered learning environment that promotes critical thinking, ethical practice, and lifelong learning.

Learning, Resources, and Technology Committee

The Learning, Resources, and Technology Committee is dedicated to enhancing nursing education through the strategic integration of innovative technologies and high-quality learning resources. We support faculty and students by identifying, evaluating, and promoting tools and practices that advance teaching, foster academic excellence, and improve student learning outcomes in nursing education.

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.

Extenuating Circumstances Committee
The purpose of the Extenuating Circumstances Committee is to review situations that are beyond the control of the student that could not have reasonably been foreseen and acted upon. Extenuating circumstances may prevent completion of course, clinical, or lab materials by a specified time or may have a significant negative impact on performance. The Extenuating Circumstances Committee is comprised of each Division Chair of Nursing and the Associate Dean of Nursing.

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, 2025).

NCLEX Application
Students must make individual arrangements to apply for the NCLEX-RN or NCLEX-PN after completion of the requirements. 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. Tiffany Scarborough	Dean of Nursing and Allied Health	251-580-2256	Tiffany.Scarborough@coastalalabama.edu
Dr. Tyler Sturdivant	Associate Dean - Nursing	251-580-4891	Tyler.Sturdivant@coastalalabama.edu
Ms. Morgan Watkins	Academic Advisor – Nursing and Allied Health	251-580-2257	Morgan.Watkins@coastalalabama.edu
Mrs. Alexis Phillips	Associate – Nursing and Allied Health	251-580-4978	Alexis.Phillips@coastalalabama.edu
Mrs. Jessica Porter	Coordinator - Nursing Clinical and Apprenticeship	251-580-4920	Jessica.Porter@coastalalabama.edu
Bay Minette Campus			
Dr. Valarie Rumbley	Division Chair - Nursing: Bay Minette	251-580-2286	Valarie.Rumbley@coastalalabama.edu
Mr. Greg Overall	Assistant II – Nursing and Allied Health	251-580-4890	Greg.Overall@coastalalabama.edu
Mrs. Alisha Adams	Instructor - Nursing	251-580-4953	Alisha.Adams@coastalalabama.edu
Mrs. Stephanie Alaniz	Instructor - Nursing	251-580-4894	Stephanie.Alaniz@coastalalabama.edu
Mrs. Katrina Allen-Thomas	Instructor - Nursing	251-580-2268	Katrina.Allen@coastalalabama.edu
Dr. Haley Brooks	Instructor - Nursing	251-580-2266	Haley.Brooks@coastalalabama.edu
Dr. Emily Crowe	Instructor – Nursing	251-580-4882	Emily.Crowe@coastalalabama.edu
Dr. Ashley Smith	Instructor - Nursing	251-580-4881	Ashley.Smith@coastalalabama.edu
Fairhope Campus			
Dr. Jennifer Killingsworth	Division Chair - Nursing: Fairhope	251-990-0446	Jennifer.Killingsworth@coastalalabama.edu
Mrs. Kaylee Von Kanel	Assistant II – Nursing and Allied Health	251-990-0434	Kaylee.Vonkanel@coastalalabama.edu
Dr. Stephanie Hedden	Instructor - Nursing	251-990-0438	Stephanie.Hedden@coastalalabama.edu
Dr. Rachael Jordan	Instructor - Nursing	251-990-0454	Rachael.Jordan@coastalalabama.edu
Dr. Evan Kennedy	Instructor - Nursing	251-990-0413	Evan.Kennedy@coastalalabama.edu
Dr. Connie Pizzotti	Instructor - Nursing	251-580-2241	Connie.Pizzotti@coastalalabama.edu
Mrs. Donna Robertson	Instructor - Nursing	251-990-0409	Donna.Robertson@coastalalabama.edu
Mrs. Heather Skelton	Instructor - Nursing	251-990-0448	Heather.Skelton@coastalalabama.edu
Mrs. Dawn Stokley	Instructor - Nursing	251-580-4899	Dawn.Stokley@coastalalabama.edu

NURSING FACULTY/STAFF DIRECTORY (CONTINUED)

Brewton and Atmore Campuses			
Dr. Lynette Ruckman	Division Chair - Nursing: Brewton and Atmore	251-809-1543	Lynette.Ruckman@coastalalabama.edu
Ms. Pamela Allen	Assistant II – Nursing and Allied Health	251-809-1600	Pamela.Allen@coastalalabama.edu
Mrs. Brandi Belle Isle	Instructor - Nursing	251-809-1604	Brandi.Belleisle@coastalalabama.edu
Mrs. Kaylee Blackmon	Instructor - Nursing	251-809-1540	Kaylee.Blackmon@coastalalabama.edu
Dr. Anita Boutwell	Instructor - Nursing	251-809-1541	Anita.Boutwell@coastalalabama.edu
Dr. Brittany Cole	Instructor - Nursing	251-368-7669	Brittany.Cole@coastalalabama.edu
Dr. Jessica Coleman	Instructor - Nursing	251-368-7627	Jessica.Coleman@coastalalabama.edu
Mrs. Marla Jordan	Instructor - Nursing	251-368-7650	Marla.Jordan@coastalalabama.edu
Mrs. Tessie Mendoza	Instructor - Nursing	251-368-7651	Tessie.Mendoza@coastalalabama.edu
Dr. Tyler Trotter	Instructor - Nursing	251-368-7642	Tyler.Trotter@coastalalabama.edu
Monroeville and Thomasville Campuses			
Dr. Joy Harrison	Division Chair - Nursing: Monroeville and Thomasville	334-637-3160	Joy.Harrison@coastalalabama.edu
Ms. Regina Johnson	Assistant II – Nursing and Allied Health	251-575-8285	Regina.Johnson@coastalalabama.edu
Dr. Melanie Cosker	Instructor - Nursing	251-575-8225	Melanie.Cosker@coastalalabama.edu
Dr. Donna Holmes	Instructor - Nursing	251-575-8296	Donna.Holmes@coastalalabama.edu
Dr. Ernestine Howard	Instructor - Nursing	251-809-1654	Ernestine.Howard@coastalalabama.edu
Mrs. Holley Joyner	Instructor - Nursing	251-575-8225	Holley.Joyner@coastalalabama.edu
Dr. Nikeya Betts	Instructor - Nursing	251-575-8382	Nikeya.Betts@coastalalabama.edu

COASTAL ALABAMA Nursing Program: Affirmation and Release Form

I, _____ (print name) affirm that I:

Received a copy of the Nursing Program Handbook and agree to abide by the policies, procedures, and guidelines referred to and within. 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 participating in any academic function related to program participation, including but not limited to the nursing lab, and/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 participating in the Nursing Program, including at a clinical site and/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 when 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/program 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 securely 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. In addition, information may be revealed at the request of clinical affiliates for participation in clinical activities. All physical healthcare records maintained by the Coastal Alabama Nursing Program will be destroyed five years following the completion of, or termination from the program.

Student Signature:_____

Transfer of Records

I give permission for the Division of Nursing to write a letter of good standing to other institutions as needed in the case of a transfer request. Students will make the request to the Division Chair prior to placement of such letter.

Student Signature: _____

Criminal Charges

I will inform the Division Chair of any criminal charges incurred after admission to the Nursing Program. The Division Chair will report to the clinical agencies to determine the student's eligibility to continue in the program.

Student Signature: _____

Background Check and Drug Screen

Participating healthcare facilities and accreditation agencies may request background checks and/or drug screens, either randomly or scheduled, in order to validate compliance with facility and/or regulatory guidelines. Clinical compliance, and subsequent clinical clearance, is necessary for completion of the required clinical hours as outlined in the Alabama Community College System (ACCS) Plans of Instruction for the Nursing Program. Compliance with accreditation agencies is necessary to maintain accreditation status and approval. In relation to clinical and accreditation compliance, the following are conditions of participation as a student in the Nursing Program:

-The student consents and allows the College to provide the student's background check to a third party for placement or accreditation purposes, and

-the student will submit to a urine drug screen whenever requested by the College for any placement or accreditation purpose, and

-the student consents and allows the College to provide the student's results from any drug screen for any placement or accreditation purpose.

Student Signature: _____

Date: _____

COASTAL ALABAMA COMMUNITY COLLEGE
NURSING AND ALLIED HEALTH
FLU VACCINCATION FORM

Flu Vaccine

I verify that I understand I may be required to obtain a flu vaccination in Fall semester and for subsequent Spring semester clinicals.

Student Signature: _____

Records Due

Students will not be allowed to attend class or clinicals if the required information is not received by the assigned due date. Failure to submit the required information by the drop/add period as published on the College Academic Calendar for the current semester may result in administrative withdrawal from the course. 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 submitted to DISA was received. Costs related to DISA are the sole responsibility of the student.

Student Signature: _____

Date: _____

ALABAMA COMMUNITY 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 because 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 provided 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 ☐ Near Miss/Error ☐ Professionalism

☐ Other

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

Corrective Measures:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

COASTAL ALABAMA NURSING PROGRAM: CLINICAL PROBATION/MISCONDUCT FORM

Student	Date	Course
This form represents a written plan and agreement between the faculty and student that identifies unsatisfactory clinical performance or misconduct. This form describes changes that must occur to correct the unsatisfactory clinical performance or misconduct.		
Unsatisfactory Clinical Performance or Misconduct		
Corrective Measures		
Length of Probation		
Student Signature	Date	
Instructor Signature	Date	
Evaluation		
Outcome _____ Student <u>has</u> satisfactorily met/complete corrective measures _____ Student <u>has not</u> satisfactorily met/complete corrective measures		
Comments of Nursing Faculty/Division Chair		

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:

Coastal Alabama Community College
SKILLS LAB REFERRAL FORM

Student Name: _____ Date: _____

Program: RN_____ PN_____ Mobility _____ Cohort _____

Reason for Referral:

Recommendations:
_____ Review the following skill:

_____ Attend open skills lab by: _____available _____ and have skills lab faculty validate attendance.

_____ Other:

Instructor Signature:	Date:

STUDENT RESPONSE

I, _____ , have read the above reasons and recommendations for this referral. I understand that if I do not meet the recommendations stated above, I will be subject to an Incomplete in the lab/class.

Comments:

Student Signature:	Date:

LAB FACULTY EVALUATION
_____ Completed recommendations satisfactorily.

_____Requires additional remediation by: _____ as specified:

Student Signature:	Date:

Lab Faculty Signature:	Date:

Instructor's Signature:	Date:

PURPOSE TOOL

Name _____ **Date** _____ **Instructor** _____

Semester_____ Course_____ Facility_____

P Participate in the student's comprehensive assessment of the patient

U Urge teamwork and collaboration

R Review pertinent laboratory values and diagnostics

P Perform clinical skills

O Obtain patient report

S Strengthen understanding of the patient's prescribed medications

E Evaluate student strengths and weaknesses

COASTAL ALABAMA COMMUNITY COLLEGE

Extenuating Circumstance Claim Form

I. DEFINITIONS

Extenuating circumstances are defined as circumstances that are beyond your control and could not have reasonably been foreseen and acted upon that will prevent you from completing course, clinical, or lab materials by the specified time or will have a significant negative impact on your performance. The following may be considered extenuating circumstances, providing that they are supported by appropriate evidence:

- Major acute illness or injury impacting performance
- Acute episode of a chronic condition
- Bereavement
- Unexpected support to a family member or partner with a serious illness
- Court Attendance
- Victim of criminal activity
- Loss of dwelling

The following are generally **not considered** extenuating circumstances:

- Minor illnesses (colds)
- Poor time management
- Course workload
- Personal computer/IT device issues
- Work commitments
- Travelling abroad

For circumstances related to military commitments, Jury Duty, or Title IX Pregnancy and Parenting, please refer to the Coastal Alabama Community College Student Handbook and College Catalog for associated procedures.

II. SUBMISSION OF A CLAIM

If extenuating circumstances occur, you will need to submit this form and appropriate evidence to the Division Chair **within 48 hours** after the instance of missed course, clinical, or lab materials. Claims submitted by the deadline will be considered by the Extenuating Circumstances Committee. You will be informed of the decision at the earliest opportunity.

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III. PERSONAL INFORMATION

Student Last Name:_____
Student First Name:_____
A#:_____
Email Address:_____
Semester:_____
Course:_____
Campus:_____

IV. NATURE OF CLAIM

Please select the relevant type of circumstance that has affected your course, clinical, or lab performance. Include the time period during which you have affected by the circumstances. Documentation must be attached to this claim in order to be considered by the Extenuating Circumstances Committee.

Type of Circumstance	□	Dates Affected	Evidence Submitted
Major acute illness or injury	□		
Acute episode of a chronic condition	□		
Bereavement	□		
Unexpected support to a family member	□		
Court Attendance	□		
Victim of criminal activity	□		
Loss of dwelling	□		
Other:	□		

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V. STUDENT STATEMENT

Provide, in your own words, the details of the circumstances. Details should be included on how the circumstance was beyond your control and prevented you from completing course, clinical, or lab materials by the specified time or had a significant negative impact on your performance. Information should be included on the type of course, clinical, or lab work you wish to be considered (clinical absence, exam, skill validation, etc.).

VI. RESOLUTION OF CLAIM - For Completion by the Division of Nursing

Student Last Name:_____
Student First Name:_____
A#:_____
Email Address:_____
Semester:_____
Course:_____
Campus:_____

Decision: **□Approved** **□Denied**

Include pertinent information that led to the decision by the Extenuating Circumstances Committee. Communication provided to the student regarding the decision should be attached.