

Nursing Department Student Handbook



Academic Year 2025-2026

Welcome

Dear Nursing Student:

On behalf of the faculty and staff at Northeast Alabama Community, it is my pleasure to welcome you to the nursing program and the field of nursing! Congratulations on successfully achieving all the admission qualifications and thank you for selecting NACC for your nursing education preparation.

Our programs have been designed to provide curricula to develop the knowledge, skills, and attitudes necessary for entry level employment in practical and professional nursing. We are proud of the success rates of our graduates on the NCLEX-PN and the NCLEX-RN licensure exams and are committed to providing you with a quality educational experience.

The NACC Nursing Department's faculty and staff are committed to helping you achieve your educational and professional goals. The mission of the nursing programs of the ACCS is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. Learning is undertaken by individuals through significant experiences followed by behavior changes. The faculty will share their nursing expertise and experiences to assist you in your educational journey. However, you must assume the responsibility for taking advantage of all opportunities provided you. We encourage you to pursue instruction and take advantage of the services provided by the nursing department and NACC as well.

The **NACC Nursing Student Handbook** has been prepared by the nursing faculty and staff to provide easily accessible information to aid you in assuming responsibility for your educational experience. As a result of the implementation of these policies, it is expected that:

1. Instructors will be able to make decisions and give consistent advice to students.
2. Students will receive consistent, equitable treatment throughout the program.

Nursing department policies contained within are in addition to those stated in the **NACC Catalog/Student Handbook**. The policies in this handbook are subject to change at any time. Notice will be given to all students enrolled in nursing (NUR) courses prior to implementation of a policy change. Students are accountable to current nursing department policies 30 days after publication.

It is my honor to offer kind wishes for success in your efforts toward becoming a licensed practical nurse or a registered nurse.

Kind Regards,

Dr. Myrna Williamson

Myrna Williamson, Ed.D., MSN, RN
Nursing Department Director

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Nursing Program Philosophy

**Alabama Community College System, Nursing Program
Philosophy, Mission and Conceptual Framework
Adopted November 2014, Effective Fall 2016**

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

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

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex. Nursing is guided by standards of practice and standards of professional performance which reflect the values and priorities of the nursing profession.

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.

Patient-Centered Care – is a structured, problem-solving, individualized approach to the provision of care based on the use of clinical judgment and knowledge from a nursing program of study. It is based on the patient's preferences, influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families and/or important others. It is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. It is designed to promote and maintain health and prevent illness and injury. It is supported by using technology to manage and improve delivery of care, ensuring data is used to help drive decision making.

Clinical Judgment- integrates nursing knowledge, critical thinking, and professional experiences to provide patient care using a structured, problem-solving approach, which includes collecting cues, processing and analyzing information, prioritizing care, planning and implementing interventions, evaluating outcomes, and reflecting on the process. It involves evidence-based nursing practice deliberately integrating professional nursing knowledge, skills, and behaviors based on the most up-to-date research and knowledge into the provision of care.

Teamwork and Collaboration – is the intentional sharing of information with interdisciplinary health care team members, patients, families and/or important others with common purpose and mutual respect to improve patient outcomes based on the respective scope of practice.

Quality and Safety- is the ability to provide and direct nursing care that promotes quality outcomes and minimizes harm to patients and providers through both system effectiveness and individual performance.

Professionalism – is practicing with integrity, accountability, responsibility, and advanced collaborative skills that reflect the values, characteristics, and norms of the nursing profession, resulting in the consistent delivery of safe, quality, evidence-based care to diverse individuals, families, and communities.

(AACN 2021, ABN 2023, ACEN 2024, ANA 2023, DEC's 2021, NCSBN 2023)

Notification of Program Changes

Policy is communicated to students by means of the Nursing Department through the nursing student handbook, learning management system, college student handbook and college website. The handbooks, learning management system and college website are updated and revised regularly to provide current and accurate information. The policies in this handbook are subject to change at any time. Notice will be given to all students enrolled in nursing (NUR) courses prior to implementation of a policy change. Students are accountable to current nursing department policies 30 days after publication.

Unforeseen course or clinical changes will be communicated to students through NACC email, announcements in the learning management system, and/or course syllabus.

Nursing Student Success Toolkit

The ACCS 2016 Nursing Curriculum includes the provision for a free and required program to prepare students for success in nursing school to include: effective reading, note-taking, organizational skills, and time management, study skills, and test taking strategies. Students accepted into a nursing program will be pre-enrolled in this course in the college Learning Management System (LMS). Activities must be completed by the published deadline.

Registration Requirements

Students enrolling in a nursing program must attend Orientation, meet with a nursing program advisor, and complete all health documentation requirements by the published deadlines.

Program Information

Accreditation

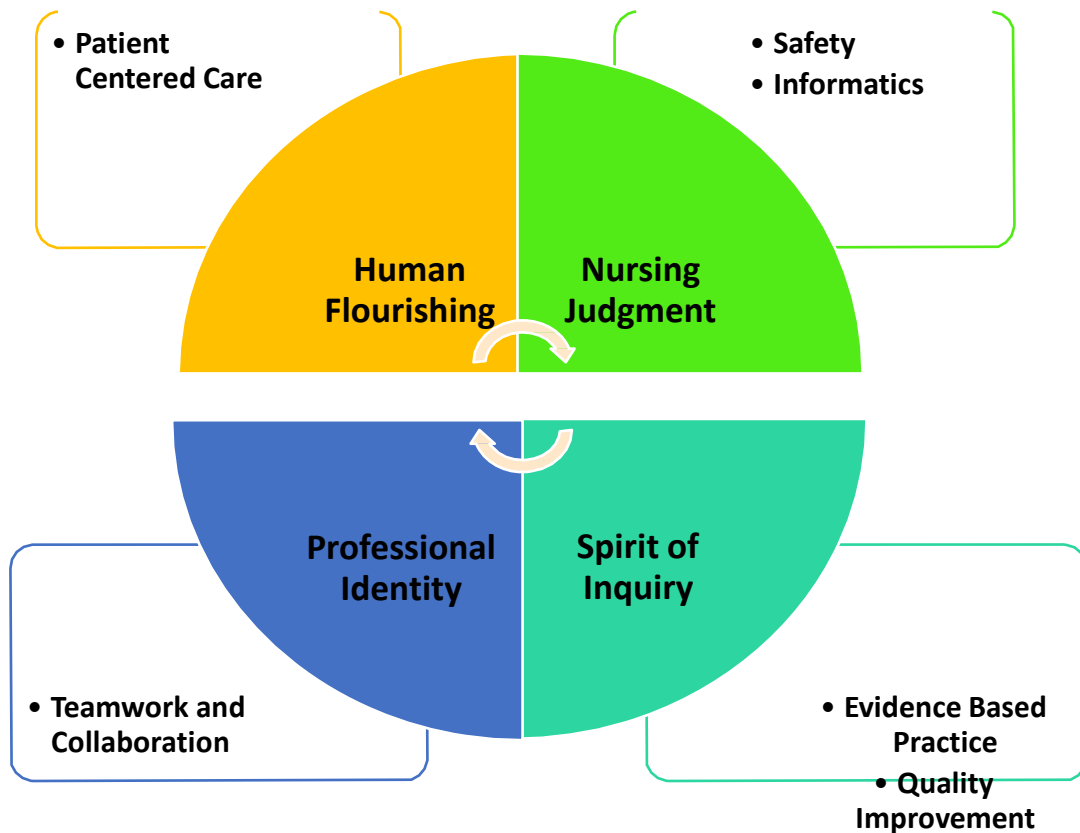
NACC Nursing Programs are accredited by the Accrediting Commission for Education in Nursing (ACEN) 3390 Peachtree Road N.E., Suite 1400, Atlanta, Georgia 30326 and have the full approval of the Alabama Board of Nursing P.O. Box 303900, Montgomery, Alabama 36130-3900; telephone 1-800-656-5318.

Nursing Department Contact Information

Mailing Address:	Physical Address:	Hours:	Department Phone Number:	Department Fax Number:
NACC Nursing Department P.O. Box 159 Rainsville, AL 35986-0159	NACC Health Education Bldg. 138 AL Hwy 35 Rainsville, AL 35986-0159	Monday-Thursday 8:00 am - 4:30 pm Friday 8:00 am – 12:00 Administrative Office is in Health Education Bldg., 2 nd floor	(256) 638-4418 (256) 228-6001	(256) 638-2866

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.



Traditional Associate Degree Nursing (RN and PN) Plan of Study

Alabama Community College System Nursing Concept Based Curriculum	Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
First Semester *								
NUR 112 - Fundamentals Concepts of Nursing	4	4	2	6	1	3	7	13
MTH 100 (or Higher)	3	3	0	0	0	0	3	3
BIO 201 – A & P I	3	3	1	2	0	0	4	5
Total	10	10	3	8	1	3	14	21
Second Semester								
NUR 113 - Nursing Concepts I	4	4	1	3	3	9	8	16
ENG 101 - English	3	3	0	0	0	0	3	3
PSY 210 – Human Growth & Development	3	3	0	0	0	0	3	3
BIO 202 – A & P II	3	3	1	2	0	0	4	5
Total	13	13	2	5	3	9	18	27
Third Semester **								
NUR 114 - Nursing Concepts II	5	5	0	0	3	9	8	14
NUR 115 - Evidence Based Clinical Reasoning	1	1	0	0	1	3	2	4
SPH 106 or 107 - Speech	3	3	0	0	0	0	3	3
Total	9	9	0	0	4	12	13	21
Fourth Semester								
NUR 211 - Advanced Nursing Concepts	4	4	0	0	3	9	7	13
BIO 220 - General Microbiology	2	2	2	4	0	0	4	6
PSY 200 – General Psychology	3	3	0	0	0	0	3	3
Total	9	9	2	4	3	9	14	22
Fifth Semester								
NUR 221 - Advanced Evidence Based Clinical Reasoning	3	3	0	0	4	12	7	15
HUM (Ethics preferred)	3	3	0	0	0	0	3	3
Total	6	6	0	0	4	12	10	18
Program Total	44	44	7	17	15	45	69	106

Academic & Nursing Theory Contact Hours **660**
 Academic & Nursing Lab Contact Hours **255**
 Nursing Clinical Hours **675**
 Total Program Contact Hours **1590**

*Upon successful completion of NUR 112, students are eligible to apply to take the Nursing Assistant Certification Examination (NACEP) to become a Certified Nursing Assistant (CNA)

*Upon successful completion of NUR 113, students are eligible to apply to take the Medication Aide Certification Examination (MACE) to be a Medication Assistant, Certified (MAC).

*Upon successful completion of all third semester coursework in the ADN nursing curriculum, students are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

TRADITIONAL ADN NURSING
CURRICULUM PLAN

Course Number	Course Title		Course Credits
FALL SEMESTER			
NUR 112	Fundamentals Concepts of Nursing	(4-2-1)	7
BIO 201	Anatomy and Physiology I	(3-1-0)	4
MTH 100	Intermediate College Algebra	(3-0-0)	<u>3</u>
			14
SPRING SEMESTER			
NUR 113	Nursing Concepts I	(4-1-3)	8
BIO 202	Anatomy and Physiology II	(3-1-0)	4
ENG 101	English Composition I	(3-0-0)	3
PSY 210*	Human Growth and Development	(3-0-0)	<u>3</u>
			18
SUMMER SEMESTER			
NUR 114	Nursing Concepts II	(5-0-3)	8
NUR 115	Evidence Based Clinical Reasoning	(1-0-1)	2
SPH 107	Fundamentals of Speech	(3-0-0)	<u>3</u>
			13

STUDENTS COMPLETING NUR 112, NUR 113, NUR 114, NUR 115, AND REQUIRED ACADEMIC COURSES WILL BE AWARDED THE PRACTICAL NURSING CERTIFICATE AND ARE ELIGIBLE TO TAKE THE NCLEX-PN FOR LICENSURE.

FALL SEMESTER			
NUR 211	Advanced Nursing Concepts	(4-0-3)	7
BIO 220	General Microbiology	(2-2-0)	4
PSY 200*	General Psychology	(3-0-0)	<u>3</u>
			14
SPRING SEMESTER			
NUR 221	Advanced Evidence Based Clinical Reasoning	(3-0-4)	7
	Humanities/Fine Arts Elective	(3-0-0)	<u>3</u>
			10
	TOTAL HOURS		69

*(Nursing Students are permitted to take PSY 210 prior to the successful completion of PSY 200).

Practical Nursing Credit Hours:

Nursing	25
Academic	20
Total	45

Practical Nursing Contact Hours:

Nursing Theory	210	Academic Theory	270
Nursing Lab	135	Academic Lab	60
Nursing Clinical	360		

Total Contact Hours for Practical Nursing Program 1035

Associate Degree Credit Hours:

Nursing	39
Academic	30
Total	69

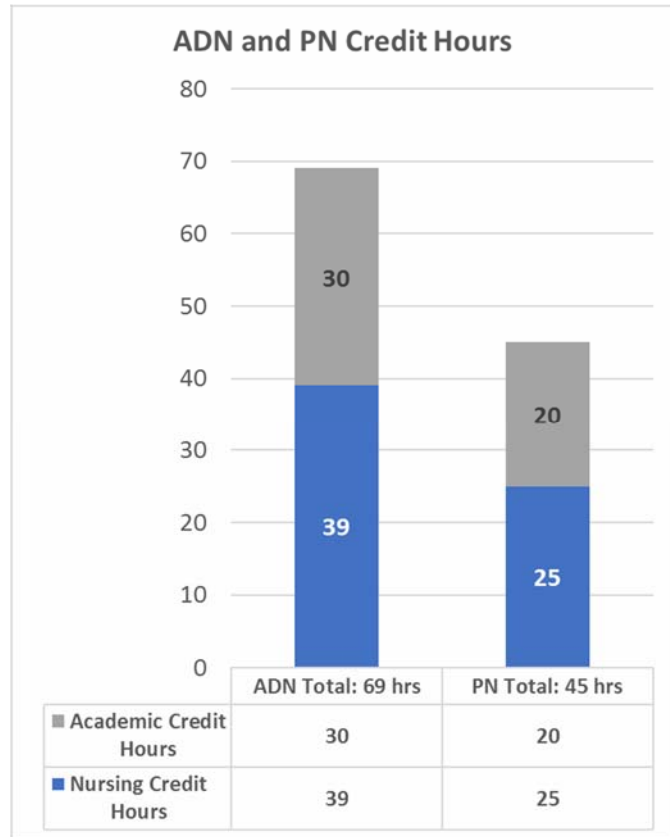
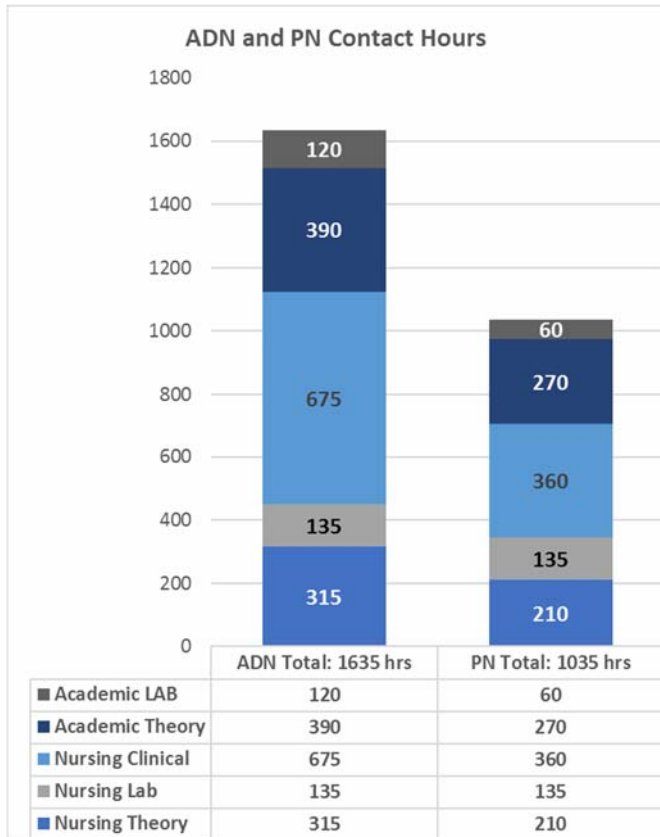
Associate Degree Contact Hours:

Nursing Theory	315	Academic Theory	390
Nursing Lab	135	Academic Lab	120
Nursing Clinical	675		

Total Contact Hours for Associate Degree Nursing Program 1635

Approved Humanities Electives

Literature, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Religious Studies, Theater, *Ethics (*Preferred)



SUCCESS GUIDE: STAND-ALONE PRACTICAL NURSING CERTIFICATE		
GENERAL EDUCATION CORE (20 Credits)		
English Composition I	3 credits	ENG 101
Mathematics	3 credits	MTH 100, 110, 112, 113, 120, 125
Fundamentals of Oral Communication or Public Speaking	3 credits	SPH 106 or 107
Human Anatomy & Physiology I	4 credits	BIO 201
Human Anatomy & Physiology II	4 credits	BIO 202
Human Growth & Development	3 credits	PSY 210
AREA V – PRE-PROFESSIONAL, MAJOR, & ELECTIVE COURSES (25 Credits)		
Fundamental Concepts of Nursing	7 credits	NUR 112
Nursing Concepts I	8 credits	NUR 113
Nursing Concepts II	8 credits	NUR 114
Evidence Based Clinical Reasoning	2 credits	NUR 115
TOTAL CREDITS REQUIRED: 45		

ALABAMA COMMUNITY COLLEGE SYSTEM NURSING PROGRAMS CURRICULUM PLAN

The nursing program is an integral part of Northeast Alabama Community College (NACC) and accepts the mission statement and the goals of NACC. The nursing curriculum combines general education and nursing education courses. The Associate in Applied Science Degree is awarded by Northeast to the student who successfully completes all requirements of the nursing program. Students in the program are eligible after successful completion of the first three semesters for the Practical Nursing Certificate.

Associate in Applied Science Degree -- 5 Semesters/Two Academic Years
Practical Nursing Certificate -- 3 Semesters/One Academic Year
Mobility Program (LPN to RN) – 3 Semesters (NUR 209 Spring, off Summer, NUR 211 Fall, NUR 221 Spring)

NACC's Traditional Nursing Program is structured for a seamless transition from Practical Nursing (certificate) to Registered Nursing (AAS) or a "one-plus-one" plan of study. After successful completion of 3 semesters (one year), students are eligible to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN). To successfully complete the Practical Nurse Program and be awarded a certificate the student must successfully complete NUR 112, NUR 113, NUR 114, NUR 115, and required academic courses. The review of the application by the State Board of Nursing determines the eligibility of the applicant to take the licensure examination.

Students who have successfully completed the first three semesters then have an option to continue for two semesters to complete the AAS degree. Graduates are eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and apply to a state board of nursing for licensure as a registered nurse. To successfully complete the AAS degree and be eligible to write the NCLEX-RN, the student must successfully complete NUR 211 and NUR 221 and required academic courses. The review of the application by the State Board of Nursing determines the eligibility of the applicant to take the licensure examination.

LPN's who have a current, unencumbered Alabama license can apply to earn their AAS degree as a Registered Nurse (RN) in the Mobility Program. Accepted students complete NUR 209: Concepts for Healthcare Transition Students then advance into NUR 211: Advanced Nursing Concepts followed by NUR 221: Advanced Evidence Based Clinical Reasoning. Upon successful completion of all three courses, graduates are eligible to apply to write the NCLEX-RN and apply to a state board of nursing for licensure as a RN. To successfully complete the AAS degree and be eligible to write the NCLEX-RN, the student must successfully complete NUR 209, NUR 211 and NUR 221 and required academic courses. The review of the application by the State Board of Nursing determines the eligibility of the applicant to take the licensure examination.

The nursing curriculum is a concept-based curriculum reflecting the stated mission and philosophy of the Alabama Community College System (ACCS) Nursing Programs. The nursing curriculum design is based on conceptual learning to facilitate transfer of knowledge, facilitate collaborative and active learning, focus on problems, foster systematic observations, focus on nursing actions and interdisciplinary efforts, and foster understanding of relationships. Concepts are linked to each other while presenting exemplars of concepts. This approach helps learners to extrapolate meanings from one concept to another and identify commonalities. Courses have been carefully planned to provide the student with a continuity of learning experiences. Content is organized in an increasing manner from simple to complex, building on previous learning and adding new information, while allowing for continual review.

When delivering direct patient care, students are supervised by faculty. In the campus nursing laboratory, simulation and instruction are directed through hands-on practice and facilitated by personal contact and by visual, computer-assisted, interactive, and other multimedia stimuli. The faculty strives to produce graduates capable of self-direction, who are willing to assume responsibility and accountability for their practice in the health care delivery system.

NORTHEAST ALABAMA COMMUNITY COLLEGE: HEALTH SCIENCES DIVISION

The NACC nursing department offers a track for the attainment of an associate of applied science degree in nursing with the practical nursing certificate awarded after the successful completion of the third semester. Students are eligible to take the NCLEX-PN after the third semester and are eligible to take the NCLEX-RN after the fifth semester. The NACC nursing department offers a stand-alone practical nursing certificate program. After the third and final semester, the student is awarded the PN certificate and is eligible to apply to take the NCLEX-PN licensure exam. The NACC nursing department also offers a Mobility Track program for the attainment of an associate of applied science degree in nursing for current LPN's with an unencumbered Alabama license.

1. Traditional RN (One Plus One Curriculum) - Day Classes – Fall Class Start (5 semesters)
2. Stand-Alone PN (Practical Nursing Curriculum) – Day Classes – Spring Class Start (3 semesters)
3. Mobility RN (LPN to RN Mobility Nursing Curriculum) – Hybrid, Day, Weekend & Weekday Classes – Spring Class Start (3 semesters with Summer semester off).

**ACCS Concept Based Curriculum
Practical Nursing End-of-Program
Student Learning Outcomes/Graduate Competencies**

Patient-Centered Care

Provide nursing care based on the patient's preferences using a structured, problem-solving approach through clinical judgment, and knowledge derived from the PN standards of practice.

Clinical Judgment

Utilize nursing knowledge and clinical reasoning derived from the PN program of study to provide patient care using a structured, problem-solving, evidence-based approach within PN standards of practice.

Teamwork and Collaboration

Demonstrate collaboration and communication in a timely manner as a member of an interdisciplinary team with health care team members, patients, their families, and/or important others to improve patient outcomes, based on the PN standards of practice.

Quality and Safety

Contribute to nursing care that promotes quality outcomes and minimizes harm to patients and providers through individual performance based on the PN standards of practice.

Professionalism

Demonstrate the formation of a professional identity by practicing with values and characteristics of the nursing profession, resulting in the consistent delivery of safe, quality, patient-centered, evidence-based care based on the PN standards of practice.

(AACN 2021, ABN 2023, ACEN 2024, ANA 2023, DEC's 2021, NCSBN 2023)

**ACCS Concept Based Curriculum
Associate Degree Nursing (RN)
End-of-Program
Student Learning Outcomes/Graduate Competencies**

Patient-Centered Care

Manage nursing care based on the patient's preferences using a structured, problem-solving approach through clinical judgment and knowledge derived from the ADN standards of practice.

Clinical Judgement

Integrate nursing knowledge and clinical reasoning derived from the ADN program of study to provide patient and family-centered care using a structured problem-solving, evidence-based approach within RN standards of practice.

Teamwork and Collaboration

Facilitate collaboration and communication in a timely manner as a member of an interdisciplinary team with health care team members, patients, their families and/or important others to improve patient outcomes, based on the RN standards of practice.

Quality and Safety

Manage nursing care that promotes quality outcomes and minimizes harm to patients and providers through both system effectiveness and individual performance, based on the RN standards of practice.

Professionalism

Demonstrate professionalism by practicing with values and characteristics of a registered nurse, resulting in consistent delivery of safe, quality, patient-centered, evidence-based care, based on the RN standards of practice.

(AACN 2021, ABN 2023, ACEN 2024, ANA 2023, DEC's 2021, NCSBN 2023)

Licensure

Upon graduation from a nursing program and with the approval of the Nursing Department Director, an individual will be eligible to apply to write the National Council Licensure Examination (NCLEX-RN or PN) and apply to a state board of nursing for licensure as a practical or registered nurse. However, graduation and Director approval do not guarantee eligibility to write the examination. While an applicant may meet the qualifications, final approval to take the licensure examination and become licensed in Alabama is subject to action by the Alabama Board of Nursing Administrative Code. **Passing the Criminal Background check and admission to the nursing program does not ensure the ability to take a licensure exam.**

NCLEX Examination Policy and Procedure

The National Council Licensure Examinations (NCLEX-PN and NCLEX-RN) are administered by the NCS Pearson, Inc., for the National Council. Testing occurs year-round via computerized adaptive testing (CAT) in all states and U.S. territories. Official transcripts with evidence of completion of the program of study must be submitted by the school to the Alabama Board of Nursing (ABN) or appropriate state, within 30 days after graduation. The Board of Nursing must review applications and authorize candidacy before the NCLEX exams can be written. Applications to write the examination may be denied by the ABN based on this review. Therefore, successful completion of the ADN or PN curriculum does not guarantee eligibility to write the NCLEX exam for licensure.

Students are expected to make application for licensure with the ABN (appropriate Board of Nursing) and with the National Council of State Boards of Nursing to take the NCLEX examination at the completion of the last semester of the program of study. Nursing faculty will provide the necessary forms and/or assist all students with the application process. Graduates from NACC are expected to sit for the NCLEX examination within four (4) months after program completion dates.

Application for Licensure

The Alabama Board of Nursing requires that an individual who applies for licensure must submit their date of birth on the transcript for application purposes and therefore the date of birth is included on transcripts sent from Northeast Alabama Community College. Applicants must be a citizen or legal US resident.

Applications which indicate eligibility for license, pending examination results, will be processed routinely. All applicants must respond to regulatory questions that aid the Board in determining the applicant's "good moral character" as required by law. An affirmative response does not preclude an individual from licensure and applicants are expected to read the questions carefully and answer honestly. Many persons are licensed each year who provide affirmative responses to one or more of the regulatory questions. The regulatory questions ask about the applicant's history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of other Licenses or Professions, and Military Discharge. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

An applicant who answers "YES" to any of the regulatory questions must submit a detailed written explanation of the circumstances surrounding the event(s) which are disclosed on the application. The applicant must also submit additional supporting documentation. Examples of supporting documentation include Case Action Summary for criminal activity; Admission and Discharge Summary for previous substance use or mental health treatment; Military DD214.

Applicants also should be aware they must disclose arrests which did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered fraud and deceit in procuring a license and disciplinary action will be forthcoming.

The candidate will be contacted by Board staff and an investigation will be conducted. The application cannot be processed, nor can a temporary permit be issued until the matter is resolved. When warranted, an administrative hearing will be conducted. The Alabama Board of Nursing will determine whether the applicant may write the examination for licensure and be licensed as a practical or registered nurse. A candidate with questions regarding his or her application should review the FAQ at www.abn.alabama.gov.

Legal requirements for licensure in the State of Alabama are listed in the Alabama Board of Nursing Administrative Code. The applicant for licensure examination should be aware that eligibility for initial and continuing licensure in Alabama includes questions concerning such matters as convictions of criminal offenses, convictions for driving under the influence of drugs/alcohol, treatment for mental illness, treatment for chemical dependency, disciplinary action by a state board of nursing, placed on a state/federal abuse registry, or court-martialed, disciplined, or administratively discharged by the military. The application to take the licensure examination may be denied by the State Board of Nursing if all the requirements as listed in the Alabama Board of Nursing Administrative Code are not met by the applicant. Individuals must meet the following criteria for initial licensure as a nurse.

1. Complete all requirements for graduation from an approved nursing program.
2. Receive approval by the State Board of Nursing to take the National Council Licensure Examination (NCLEX).
3. Achieve a passing score on the National Council Licensure Examination (NCLEX).

ABN Regulatory Questions

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? Any crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation".
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed, or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized) and/or other chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing currently investigating you?
7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

Denial of License

Legal requirements for licensure may be found in the *Alabama Board of Nursing Administrative Code* (www.abn.state.al.us). Grounds for denial of an RN or LPN license by examination include but are not limited to:

- Disciplinary action on a health-related license or registration in any state, territory, or country
- Conviction of a felony

- Conviction of a misdemeanor or felony involving moral turpitude or gross immorality (drugs, theft, lewdness, any sexual offense, abuse, violence, fraud)
- Conviction of a state or federal law relating to controlled substances (may be misdemeanor or felony).
- Failure to show good moral character as pertaining to nursing
- Abuse of or addiction to alcohol or other drugs
- Mental or physical condition rendering one unable to safely practice nursing with reasonable skill and safety; unable to exercise appropriate nursing judgment; impairment of functional capacity; judicial finding of incompetence
- Unprofessional conduct detrimental to the public's health, safety, or welfare; inappropriate or disruptive behavior
- False representation of facts on application for licensure
- Having another person appear for a licensing or certification exam

(Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8-.01; 610-X- 8-.02)

Applicants who have been found guilty of certain offenses may be denied licensure. The Alabama Board of Nursing, as well as other state boards of nursing, has the power to deny eligibility for licensure as defined by board rules and regulations.

Previous Convictions

When submitting an application for licensure by exam, any applicant who has a previous conviction must submit a detailed letter of explanation, certified copies of the charges, disposition of the charges, and evidence of meeting conditions of the court. Information must be obtained from the clerk of the court in the county where the conviction occurred. If it is a drug or alcohol related conviction, the applicant must submit verification of treatment for substance abuse and evidence of support group attendance and compliance with after care recommendations.

Hospitalization or Treatment for Mental Illness/Chemical Dependency

If an applicant for licensure has been hospitalized or treated for mental illness, the applicant must submit a detailed letter of explanation, a statement for an appropriate healthcare provider (physician, psychologist) that indicates (a) diagnosis, (b) treatment, including present medication, (c) stability, and (d) after care recommendations. Request the healthcare provider to send statement (original or certified) directly to the Board of Nursing. The applicant should submit a statement explaining the type of illness and treatment. If an applicant has been treated for chemical dependency, the following documentation must be sent to the Board of Nursing:

- a. Verification of treatment for substance abuse (to be sent directly to the Board from the treatment center).
- b. Verification of compliance with after-care recommendations.
- c. Verification of current support group attendance; and
- d. Sobriety date.

Disciplinary Action by a Licensing Authority for Nurses

If an applicant for licensure has had disciplinary action taken against them by a licensing authority for nurses (RN/LVN/LPN), a certified copy of the board order, including findings of fact and conclusions of law, must be submitted to the Board of Nursing. All the information will be reviewed, and a determination made regarding the approval of the application. Depending on the information submitted and the circumstances, there may be a delay in processing the application and temporary work permit. If further information is needed the BON will contact individual candidates. Each case will be handled individually. Applications for graduates who are eligible for licensure, pending examination results and having none of the listed disciplinary actions will be processed routinely. A candidate with questions regarding their application should call the Board office for direct information (334.293.5210 or 1.800.656.5318).

ADMISSION REQUIREMENTS

1. Unconditional admission to the College. To be unconditionally admitted, the Admissions Office must receive official transcripts of all attempted college work.
2. Complete application to the Nursing Program by the published deadline. It is the student's responsibility to verify all required documentation has been received by the published deadline.
3. A minimum of 2.5 grade point average (GPA) for nursing required core academic courses.
4. Minimum 2.5 cumulative GPA at current institution (which includes all course work completed) and/or cumulative 2.5 GPA at the institution from which the student is transferring.
5. A minimum of 2.5 grade point average (GPA) cumulative high school for students without prior college courses (GED will be used if applicable).
6. A minimum of 18 ACT composite score (Traditional RN Program), No ACT super scores accepted.
7. Eligibility for ENG 101, BIO 201, and MTH 100 as determined by college policy.
8. Good standing with the college.
9. Must meet **ESSENTIAL FUNCTIONS/ELIGIBILITY CRITERIA** for nursing.

Admission to the nursing program is competitive and the number of students accepted is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

Should the student decline acceptance or be denied admission based on qualifications, he/she must re-submit an application by the published deadline of the following academic year. It is the student's responsibility to adhere to the admission requirements described and verify all required documentation has been received by the published deadline.

Students should contact a nursing advisor for clarification, if needed.

It is the responsibility of the student to keep the nursing application updated. Applicants are encouraged to verify completion of their profile prior to the filing deadline.

TRADITIONAL RN NURSING PROGRAM SELECTION CRITERIA

After meeting all minimum requirements, applicants are ranked based upon a point awarded system as follows:

Calculation of Points for Ranking	MIN	MAX
1. Minimum ACT Composite 18 <ul style="list-style-type: none"> • Composite scores below 18 will render applicant ineligible. • We accept the highest ACT composite score on file. • No time limit on ACT score • No ACT super scores accepted 	18	36
2. Points for Grades on Four Core Academic Courses: <ul style="list-style-type: none"> • ENG 101, MTH 100, BIO 201, BIO 202 • A = 3, B = 2, C = 0 	0	12
3. Additional 10 points based on NACC policy:		
A. GPA as calculated on Required General Academic Courses (Up to 4.0 points)	2.5	4
B. All General Academic Courses Completed: <ul style="list-style-type: none"> • (ENG 101, MTH 100, BIO 201, BIO 202, PSY 200, PSY 210, SPH 106/107, BIO 220, Humanities Elective – ART, MUS, PHL, THR, Ethics, Religion, or Foreign Language) • No partial points awarded 	0	1
C. Current CNA Certification (SSN Required to Verify). Other healthcare certification or licensure will be considered on an individual basis	0	2
D. First time nursing student	0	1
E. Attended NACC's Pre-nursing Seminar within 12 months of application	0	1
F. NACC Loyalty Points	0	1
TOTAL POINTS	20.5	58

Additional Information Regarding Criteria:

- All Core Academic Courses DO NOT have to be complete for program eligibility.
- If not already completed, the student must be eligible to take ENG 101, BIO 201, and MTH 100 the first semester accepted into the nursing program.
- If the student has not taken any of the General Academic College Courses, the student's high school GPA is used. Cumulative High School GPA must meet the minimum of 2.5 for students without prior college courses (GED will be used if applicable).
- Cumulative GPA must be 2.5 at NACC or at the transferring institution. This includes all course work completed.

STUDENT INFORMATION

Program Requirements

1. The student must comply with legal, moral, and legislative standards in accordance with the Alabama Board of Nursing Administrative Code.
2. The student is required to follow Federal HIPAA regulations regarding client privacy. Student must respect the client's right to privacy by protecting confidential information unless obligated to disclose in a court of law under proper authorization or legal compulsion (Alabama Board of Nursing Administrative Code). **Students may be recommended for dismissal from the nursing program for failing to comply with this requirement.**
3. The student must follow the testing policy which is available in the course syllabi and the Nursing Student Handbook.
4. The student may be recommended for dismissal from the nursing program when not adhering to the policies and procedures of the facility to which they are assigned, or the program standards for client safety.
5. A rating of unsatisfactory in clinical performance will result in a grade of "F" for that course regardless of any other grading component in the course.
6. The student who has been determined to be UNSATISFACTORY in providing **safe effective client care** in the clinical area may not be allowed readmission or reinstatement into the nursing program.
7. The student is expected to be academically honest. Any student found guilty of cheating may be recommended for dismissal from the program with a grade of "F."
8. The student will have professional liability insurance throughout the nursing program. Fees are included in tuition.
9. The student must show documentation of current cardiopulmonary resuscitation (CPR) certification at the healthcare provider level prior to placement in a clinical agency.
10. The student is required to obtain a health evaluation by a qualified health practitioner on the form provided by the nursing department. **(MUST BE UPLOADED TO THE ONLINE CREDENTIALING SERVICE BY THE PROVIDED DEADLINE.)**
11. The student is required to obtain an evaluation of the Essential Functions/Eligibility Criteria as determined by a qualified health practitioner on forms provided by the nursing program. The evaluation must be submitted to the online credentialing service by the provided deadline. Additional health examinations may be required depending on physical or psychological alterations which may occur during the program of study. (See Health Form Addendum)
12. The student must show proof of immunity either by titer or vaccinations to varicella, MMR, Tdap, and TB skin test by published deadlines and prior to beginning clinicals. Flu vaccine is required yearly. Proof of immunity for additional diseases may be required.
13. The student is highly encouraged to receive a series of three Hepatitis B vaccines, obtain a Positive titer or sign a declination policy provided by the nursing department.
14. **The student is required to submit to an unannounced pre-clinical drug screen at a time designated by the nursing department.** Failure to comply with this requirement may result in a recommendation for dismissal from the program. Random drug screens may be required should the student exhibit behaviors indicative of substance abuse during a clinical experience or during on campus clinical lab or class. Admission drug screen and annual drug screen fees are included in tuition. Any additional drug screenings are performed at the student's expense. A positive drug screen will prohibit the student from completing the clinical requirements of the nursing curriculum and the student will be recommended for withdrawal from the nursing program and/or referred to the Dean of Student Services for the disciplinary process. A student with a prior positive drug screen may apply for readmission or reinstatement to the nursing program with provided evidence of completion of an approved treatment or counseling program as recommended by the nursing department.
15. The student is required to submit to a criminal background check prior to placement in a clinical facility, which is required by clinical agencies. Students who have a positive background check and are not acceptable to all clinical agencies will not be allowed to complete the clinical component of the nursing course and would be recommended for withdrawal from the nursing program.
16. The student is required to participate in testing programs and remediation included throughout the nursing program.
17. The student must be registered prior to attending class.
18. Children, or non-nursing students are not allowed in the classroom, clinical lab, or computer lab at any time.

Student Records Policy:

Students who are seeking admission and/or enrolled in the nursing program at NACC are required to submit an application and academic information. Health, medical, and related information are uploaded to an online credentialing service which will track student records. All information submitted to the program/division office becomes the property of that office and is held confidential. Students and graduates of the program are encouraged to obtain and maintain copies of the health, medical, or related information submitted for future reference. (Information stored electronically).

No health, medical, or related information that may be in the program's office file will be released to persons or agencies for employment or personal reasons.

Health Documentation Requirements:

It is the sole responsibility of the student to ensure all forms are completed and submitted on time. Document expiration occurs on the date of completion, according to guidelines.

Student Health Examination: (valid for 2 years)

The student is required to obtain a physical health evaluation by a qualified health practitioner. This evaluation must be submitted to the Online Credentialing Service by the provided deadline.

Students undergoing a physical examination (PE) must have the PE form completed in its entirety, signed, and dated by a Certified Registered Nurse Practitioner, Licensed Physician, Physician Assistant (PA) testifying to the student's ability to meet the Nursing Essential Functions/Eligibility Criteria. Verification or documentation of immunizations is required on or with the form.

A form will be considered current for a two-year period from the date the examination was performed, and a current form must be on file while a student is enrolled in the nursing program.

The nursing department reserves the right to require a prospective student, an enrolled student, or a returning student, when there is probable cause, to submit to additional physical examination, psychological testing, counseling, and/or drug screening by a licensed healthcare provider at the student's expense and to submit a report of the outcome to the nursing department director. A specific health form will be provided for this purpose when applicable.

Results of counseling, psychological testing, and/or physical examinations may be reviewed by the department faculty and division director to determine if a student may be admitted, readmitted, or retained in the nursing program.

The Alabama Community College System Nursing Programs Essential Functions/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.

The essential functions/eligibility criteria are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The student is required to obtain an evaluation of the Essential Functions/Eligibility Criteria as determined by a qualified health practitioner on forms provided by the nursing program. The evaluation must be submitted to the Online Credentialing Service by the provided deadline. Additional health examinations may be required depending on physical or psychological alterations which may occur during the program of study.

The essential functions/eligibility criteria include but are not limited to the following abilities: (1) Sensory Perception (visual, auditory, tactile, olfactory), (2) Communication & Interpersonal Relationships, (3)

Health Form Addendum/Change in Health Status

Required as needed.

In the interest of student and client safety, the nursing department reserves the right to require a currently enrolled student who has a change in health status to have a written statement by a licensed physician, certified nurse practitioner, or licensed physician's assistant confirming the student's wellness and ability to return to the classes, campus laboratory activities, and clinical learning experiences. The Health Form Addendum is used for this purpose and a copy is located in the Appendix and available from the nursing department secretary.

It is the student's responsibility to have the Health Form Addendum (Appendix C) completed by his/her healthcare provider and returned to the nursing department prior to returning to any learning experiences for nursing courses. Examples of instances when the Health Form Addendum should be completed include, but are not limited to:

- Any surgery including outpatient procedures
- Hospitalization
- Pregnancy
- Childbirth
- Injuries related to accidents
- Treatment for an emotional and/or psychological crisis
- An illness related to a long-term health problem

A student should notify their Level Coordinator, Clinical Coordinator, and/or Clinical Instructor if there is any change in their health status, as the information will assist the faculty ensure client and student safety.

ACADEMIC CLASS INFORMATION

Nursing Course Grading Policy:

A course grade will be determined based on theory and clinical performance. Students must achieve a grade of **75%** or above in each required nursing course to continue in the nursing program. A grade below **75%** will result in a **D** or an **F** depending on the numerical score.

GRADING SCALE:	90 – 100 = A
	80 – 89 = B
	75 – 79 = C
	60 – 74 = D
	59 and below = F

Grading: All grades will be taken to the tenth decimal place, with **NO ROUNDING**. *Only the final course grade will be rounded.*

Example:

Unit exam grades: 78, 68, 79, 72

The average of these grades is 74.25. This will be carried to the *tenth decimal with NO ROUNDING*, so the average is 74.2.

If the unit exams are worth 65% of the total grade, and the average of the unit exams is 74.2:

$74.2 \times 65\% = 48.23$. This will be carried to the *tenth decimal with NO ROUNDING*, so it equals 48.2.

Final exam grade: 75

If the final exam is worth 35% of the grade: $75 \times 35\% = 26.25$. This will be carried to the tenth decimal and **will not be rounded**. So, it equals, 26.2.

To complete this example:

Unit exams: 65% of grade	$74.2 \times 65\% = 48.2$
Final exam: 35% of grade	$75 \times 35\% = 26.2$
FINAL COURSE GRADE:	74.4

This WOULD be rounded. The final course grade would be 74

Attendance for Nursing Students

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class before poor attendance interferes with the student's ability to achieve the objectives required in the course.

Attendance Policies for Clinical/Laboratory/Simulation

Attendance and punctuality in the clinical, laboratory, and simulation setting is required at 100% to accomplish and meet the course objectives. Failure to complete the required clinical, lab, or simulation hours in a nursing course may result in a clinical failure and require application for reinstatement into the nursing program. Only excused absences and tardiness (maximum of two) will be considered for make-up. In the event of illness, bereavement, or court attendance, the student is required to notify their clinical instructor and/or course lead PRIOR to the scheduled clinical, lab, or simulation rotation. Clinical, lab, or simulation absences must be made

up prior to progression in the Nursing Program. It is the student's responsibility to provide the clinical instructor and/or course lead with appropriate excuse/documentation of absence and to meet with their clinical instructor or the clinical coordinator to make arrangements to makeup the clinical, lab, or simulation missed. An unexcused absence will be assigned a grade of U (unsatisfactory). Extenuating circumstances will be evaluated by the Nursing Faculty Committee.

Clinical, Lab, and Simulation attendance will be prohibited for incomplete clinical documentation requirements (CPR, immunizations, TB skin test, background check, drug screen, etc.). An absence due to incomplete documentation will be assigned a grade of U (unsatisfactory).

Clinical Transportation

Transportation to and from clinical experiences is the responsibility of the student. Clinical learning experiences may be scheduled any day of the week and hours will vary, subject to availability of clinical sites. Reliable transportation is vital to student success.

Responsibility to Agencies

All students are assigned to various health care agencies for clinical experiences. Students must follow the policies and procedures of the health care agencies and must be acceptable to those agencies. The student is responsible for complying with the policies and procedures required by the agencies which provide for the safety and welfare of the clients. Failure, by the student, to meet this requirement will mean the student is excluded from a required clinical experience. The student will be recommended for withdrawal from the nursing program and/or will result in a formal complaint being filed against the student with the Dean of Student Services. ([NACC Student Handbook: Complaint Processes](#)).

Textbooks and Required Course Materials

Each nursing course has one or more required textbooks. The course materials contain pertinent information related to that course including but not limited to course syllabus, course objectives, topical outline, method of instruction, class schedule, grade determination, clinical objectives, clinical evaluation form, student learning outcomes, and criteria for written and electronic assignments. Course materials will be available through the learning management system. Textbooks and/or eBooks, course materials, and skills packets should be purchased prior to the first day of class as they are used in orientation to the course. Skills packets may be required each semester and contents will be used for laboratory and simulation rotations. The class instructor will review the course material information and students will use it as a resource for the remainder of the semester.

Completion of Clinical Evaluation

The following procedures are used for clinical evaluation:

1. Students will review course clinical evaluation form at the beginning of the semester to become familiar with expected behavior during clinical rotation experiences.
2. Students will be evaluated on the Clinical Evaluation Form for each clinical experience. The evaluation will be reviewed with the student, by the clinical faculty, at midterm and/or identified intervals, and at the end of the semester.
3. Students will complete a Clinical Facility Evaluation, if applicable, for the assigned clinical agency.
4. Students will have an opportunity to complete a Student Evaluation of the Course and Instructor for the course near the end of the semester.

Achievement Tests

Achievement tests from national testing companies are clinically related examinations, commensurate with course content, and administered near the completion of a nursing course. All students are required to take the tests (see each course syllabus). Scores on these tests serve as an appraisal of success. They provide a comparison of a student's achievement to that of fellow classmates and students enrolled in nursing programs across the nation. Students are encouraged to prepare for achievement tests and to discuss the interpretation of their scores with nursing faculty. Fees for these tests are paid with tuition fees upon registering each semester. These are secure exams. Each student has access to remediation in their individual accounts. Access to specific exam items is not possible following the exam due to the secure nature of the exams. These exams count as a percentage of the overall course grade. (See individual course syllabi for breakdown and weight).

Progression Policy for the Nursing Program

To continue in the nursing program, the student must meet the following criteria:

1. Maintain a grade of C or better in all required general education and nursing courses.
2. Unless completed previously, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum.
3. Be acceptable by clinical agencies for clinical experience.
4. Maintain ability to meet Essential Functions/Eligibility Criteria for nursing with or without reasonable accommodations.
5. Maintain program health requirements including proof of required immunizations.
6. Maintain current electronic documentation of all program requirements such as Healthcare Provider Level CPR, negative Background Check, and Clear Drug Screen.
7. Students with an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is repeated successfully. Application for reinstatement to the course will only be considered if the unsuccessful attempt in the course occurred during the previous year. Course repetition will be based upon meeting the reinstatement requirements and on instructor availability and program resources.

Non-Progression Policy for the Nursing Program

1. A final course grade below 75 will result in non-progression of the student to the next nursing course.
2. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will require the student, who is eligible to return, to apply for admission to the nursing program.
3. 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 within one year of non-progression.
4. A student who earns a clinical failure is ineligible to progress to the next semester.
5. A student taking required general academic courses along with nursing courses in the plan of study who earns a D or F in the academic course may not be eligible to progress in the nursing program.
6. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, this student may request a hearing before the Nursing Admissions Committee or other appropriate college committees for a decision on repeating a course (reinstatement) or readmission to the program.

Reinstatement Policy for the Nursing Program

- I. A student may be reinstated to the nursing program only once. Reinstatement must be within one year from the semester of non-progression. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
- II. A student must have a 2.5 cumulative GPA at the current institution for reinstatement.
- III. Any student who has been absent from the nursing program for more than one (1) year or three (3) semesters must apply for admission to the program as a new student.
- IV. For any student who has failed to make a passing score for a nursing course or have been out more than one semester, the following policy will apply:
 - A. A student desiring to be reinstated to a course in the nursing program must submit a reinstatement application by the end of the semester following the term of withdrawal or failure in the nursing program by the last class day.
 - B. Reinstatement will be at the discretion of the Director of Nursing Education and nursing faculty.
 - C. Students may be required to undergo evaluation in order to assess their needs and design an Individual Plan for Success (this may require the student to take remedial courses before they are allowed to continue in nursing courses).
 - D. Students dismissed from the program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.
 - E. All students reinstated under this policy are required to conform to the current nursing department requirements and are subject to all rules and regulations regarding attendance, grades, discipline, health status, and physical limitations.

Selection of students requesting reinstatement to the nursing program will be based on, but not limited to, the following CRITERION:

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1. Schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
3. Apply for reinstatement to the nursing program by the end of the semester following the term of withdrawal or failure in the nursing program, by the last day of class.
4. Demonstrate competency in all previous nursing courses successfully completed with validation of clinical nursing skills and/or written/standardized exams.
5. Student must have a 2.5 cumulative GPA at the current institution for reinstatement.
6. Meet acceptable criteria for placement at all clinical agencies for clinical experiences.
7. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.
8. Update immunizations, demonstrate current, accepted CPR course completion at the Healthcare Provider Level, background, and drug screening according to program policy.
9. Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied. Possible reasons for denial include, but are not limited to the following:
 - a. Grade Point Average (GPA) is less than 2.5 from courses completed at the current institution.
 - b. Refusal by clinical agencies to accept the student for clinical experiences.
 - c. Over twelve (12) months have elapsed since the student was enrolled in a nursing course.
 - d. Failure to demonstrate competency in all previous nursing courses successfully completed.
 - e. Space unavailability in a course in which the student wishes to be reinstated.
 - f. Previous disciplinary actions related to unsafe client care and/or unprofessional/unethical behavior
 - g. Failure to complete any additional requirements for remediation or satisfactory completion of a student success seminar or other requirements for reinstatement.
10. Dismissal from the previous program for disciplinary reasons and/or unsafe and/or unsatisfactory client care in the clinical area prohibits reinstatement or admission into the nursing program.
11. Additional requirements for remediation or satisfactory completion of a student success seminar may be required by the nursing program.

Reinstatement to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

Readmission Policy for the Nursing Program

Students not eligible for program 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. Students who are not in good standing, such as those who withdrew or were recommended for dismissal for disciplinary reasons and/or unsafe client care are not eligible for readmission. Students must adhere to the nursing curriculum and program policies and procedures in effect at the time of readmission.

Transfer Policy for the Nursing Program

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions offering one plus one, concept based curriculum. It does not apply to students wishing to transfer from other institutions outside the system such as Universities or Colleges outside the state.

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of "C" or better in all required nursing program courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
3. Minimum 2.5 cumulative GPA at current institution (which includes all course work completed) or cumulative 2.5 GPA at the institution from which student is requesting to transfer from.
4. Dean/Director of previous nursing program must provide a letter of eligibility/letter of good standing for progression in previous nursing program.
5. Must comply with all program policy requirements at accepting institution.
6. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

Student Conduct

Policies regarding standards of conduct are published in the NACC college catalog/student handbook along with those unacceptable behaviors for which disciplinary action is warranted. In addition to those behaviors, a student may be subject to disciplinary action for failure to exhibit the attitudes and skills deemed necessary to function as a professional nurse. The faculty of the nursing program recognizes its responsibility to the nursing profession and to the consumer of healthcare. Therefore, any act by a nursing student considered to be unprofessional behavior shall be defined as **Clinical Misconduct** and shall be deemed cause for disciplinary action. ([NACC Student Handbook: Complaint Process](#)).

All interactions within the classroom, clinical, or lab are expected to be honest and respectful. Instructors set the tone and demeanor of their classes. Discussion and questions are encouraged when appropriate. Questions and comments by students should be thoughtful and relevant.

Disorderly or disruptive conduct, including disruptions, reckless endangerment, harassment, assault, bullying, cyberbullying, and discrimination during class, online or when in the student role will be considered rude and disruptive to the learning environment and is strictly prohibited. Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Faculty members may close the door and not allow students to enter a class until a class break.

Violation of the college's conduct policy may lead to disciplinary action up to and including suspension, expulsion, and arrest for any criminal acts.

Clinical Misconduct

Guidelines used for evaluating Clinical Misconduct include:

1. Provisions of the Alabama State Nurse Practice Act
2. American Nurses Association Code of Ethics
3. Policies of the nursing program and of the Clinical Agency

Behaviors considered as **Clinical Misconduct** include, but are not limited to:

1. Breach of confidentiality, legality, or accountability
2. Violation of HIPAA policy
3. Non-adherence to policies of the Clinical Agency and/or Nursing Department
4. Any act in violation of safe nursing practices
5. Falsifying records or failure to document or report accurate client information
6. Unprofessional attitudes and/or behaviors such as disrespect for the dignity, rights, and individuality of the client and others
7. Lack of personal and professional integrity
8. Demonstrating behavior that reflects impairment of judgment and/or ability to provide safe and competent nursing care (such as but not limited to...under the influence of alcohol, drugs, or being mentally or physically ill).

Any student who unduly compromises the safety of a client and/or displays misconduct behaviors will receive a clinical grade of unsatisfactory for the semester and cannot return to the clinical area. The student must achieve a clinical grade of satisfactory to progress in the program. A grade of unsatisfactory will result in a grade of **F** for the course.

Clinical Misconduct Procedures

1. A student whose conduct is judged to be clinically unsafe, at any time, will be asked to leave the clinical unit. Unsafe clinical performance is defined as that behavior that is actually or potentially injurious to clients, staff, or the reputation of the Clinical Agency. This judgement is based on the professional knowledge of the faculty.
2. The clinical faculty member observes the behavior or verifies the report of another who was present when the incident occurred.
4. The faculty member will initiate the complaint process against the student([NACC Student Handbook: Complaints Against A Student](#)).
5. The student will be prohibited from clinical attendance during the complaint process and pending any appeal if the issue is related to unsafe clinical performance. The student has the right to the [grievance/due process procedures](#) as

published in the [NACC Student Handbook](#).

Smoking/Vaping Policy

Smoking and or vaping or the use of tobacco products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by NACC, and no area therein may be designated for smoking/vaping or the use of tobacco products ([NACC Catalog/Student Handbook](#)). Smoking/vaping is prohibited while in nursing student uniform or at any clinical facility (Nursing Dress Code Policy).

Malpractice Liability Insurance

All students enrolled in clinical nursing courses are required to have malpractice liability insurance. The college enrolls students in a blanket school insurance policy for liability and accidents. Insurance fees are attached to specific nursing courses to facilitate the process. The policy insures students while they are participating in clinical activities which are a requirement of the curriculum. Eligibility for insurance coverage is made through annual and/or interval premiums to the insurance companies. Students who are employed as a nurse's aide, LPN, or in any other health care role while a student in the nursing program are not covered by the College insurance when assuming these roles. A student must not identify themselves as a NACC Student Nurse when they are working as an employee in a clinical agency and any other situation/setting not authorized by the nursing program.

Auto Liability Insurance

Personal auto liability insurance is encouraged to cover the student while traveling to and from clinical facilities and campus.

Personal Medical Insurance

- As a nursing student at NACC, it is strongly recommended that students have health insurance.
- If a student experiences injury or illness while fulfilling educational activities at a clinical facility, emergency treatment will be provided by that facility at the student's expense.
- If injury or illness is experienced by a student fulfilling educational activities on campus (nursing classroom, hospital lab), emergency treatment will be at student's choice and at student's expense.
- Students understand that NACC, its employees, officials, agents, and representatives are released from any claim of liability for injury, loss, damage, or death that may result or arise from student experiences in the Nursing Program.
- Students may choose to provide proof of Health Insurance Coverage or sign a waiver verifying the student has chosen not to have health insurance coverage. ([NACC Catalog Student Handbook](#)).

Non-Discrimination Statement

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Policies 601.02 and 800.00)

Student Organizations

The nursing department sponsors the student nursing association. The student nursing association is a constituent of the National Student Nurses' Association. Payment of annual membership dues will ensure membership in the National Student Nurses' Association, the Alabama Association of Nursing Students, and the local chapter of the National Student Nurses' Association. Membership is open to all nursing students and any pre-nursing student. A faculty member will serve as sponsor for the organization.

The purpose of the association is to educate and socialize students into the role of a professional nurse. Students are given access to educational and service opportunities through academic and professional agencies. To foster leadership skills, it is a requirement of the nursing program for a student to be a member of the organization to hold class office.

Student Communication

Student Concerns/Feedback

Students can share feedback and concerns throughout the semester. The nursing faculty and staff are open to student feedback regarding educational and college experiences. Students are encouraged to share feedback with their clinical faculty/mentor, their nursing advisor, or the level coordinator. Constructive input in the following areas is encouraged: curriculum, teaching, methodologies, resources, services, and miscellaneous items. The student should inform their clinical faculty/mentor, their nursing advisor, or the level coordinator of any concerns. All concerns will be shared with the appropriate faculty as needed to address the concern(s).

Students are also allowed the opportunity to elect a student representative from their cohort to represent the class and share concerns with faculty in the following areas: curriculum, teaching, methodologies, resources, services, and miscellaneous items. Students are elected during the Fall semester for first and second level cohorts and in the second semester for stand-alone practical nursing students. Elected student representatives must be willing to accept student concerns from their peers and share with the faculty during the faculty meeting every other month. Student concerns must be put in writing and brought to the faculty through their representatives to be addressed. These concerns will be addressed at the beginning of the faculty meeting, every other month. Members who will hear the student concerns consists of the nursing faculty and staff, student representatives, and the Director of Nursing Education. Concerns brought before the faculty will be addressed and a response will be provided by the first, and/or second level coordinator, and/or the stand-alone practical nursing coordinator to the expressed concerns.

Lines of Communication

Students are encouraged to seek guidance when a classroom, clinical, general problem or concerns arise. If the concern is directly related to nursing courses, a resolution should be sought through conference with the course faculty. If the concern is not resolved at that level, the subsequent steps include a conference with the Director of Nursing with documentation of complaint or concern in writing. If the student, instructor, and Director of Nursing Education cannot successfully resolve the issue informally, the student may issue a formal complaint following the Complaint Process for Students, found in the NACC Catalog/Student Handbook.

Written Communication

The faculty, including clinical instructors, encourage open communication with nursing students. Thus, written communication and documentation in the form of memos, letters, e-mails, and anecdotal notes are utilized through the curriculum. Students are required to update and keep a current, valid mailing address, NACC e-mail account, and phone number in the nursing department secretary's office. All communication involving the nursing department requires the use of the student's college e-mail account.

Cell Phone Usage

Unauthorized use of cell phones is prohibited during class, lab, or clinical. Students are permitted to bring approved handheld devices that support the required software to class, lab, and clinical as instructed. These must be used in accordance with nursing program guidelines and clinical agency guidelines. Use of a cell phone or other portable electronic device is prohibited during any assessment or test time. Unauthorized use of these devices by students will be subject to disciplinary actions.

Learning Management System

The learning management system is used to post general nursing program information and notices as well as relevant information specific to nursing courses. Students should check the Learning Management System daily for program information and announcements. Students are responsible for reading information and notices as posted. When appropriate, students are notified about forthcoming events or changes in schedule, etc. Students should verify their mailing address, college e-mail address, and phone number each time they register and at other times as changes occur.

Critical Skills Performance Policy

Critical skills are those skills performed and validated for client safety. The skills listed below must be performed with satisfactory or excellent proficiency in campus lab prior to clinical performance. Below are the critical skills for the nursing program.

- Assessment
- Vital Signs
- Medication Administration
- PPE
- IV Therapy
- Sterile Dressing
- Catheterization

Each critical skill will be taught and demonstrated by the nursing faculty. Following the demonstration, the student will be responsible for a return demonstration of the skill during a designated check-off period. Prior to the check-off, each student should practice and be proficient in carrying out the critical skill. A maximum of **three (3)** attempts is allowed for the return demonstration of any critical skill. After the first unsuccessful attempt, the student will attempt the critical skill with another instructor. The final attempt will be with a different instructor from the first two attempts.

STUDENTS WHO ARE UNABLE TO PERFORM A CRITICAL SKILL AFTER THREE ATTEMPTS MAY BE UNABLE TO PROGRESS IN THE NURSING PROGRAM.

Re-instated Students: A skills validation will be performed prior to the students' return to clinical for the re-instated student. The course coordinator will select the required skills for validation upon return to the clinical setting and depending on which course the student is re-instated into. Proficiency is expected.

Social Media and Social Networking Policy

It is the policy and practice of Northeast Alabama Community College Division of Nursing to maintain the confidentiality of the clients/residents entrusted in our care, and to respect the privacy of our current and potential students and partnerships with local Healthcare Organizations.

The following is the social media and social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, students should use their professional judgment and take the most prudent action possible.

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client or facility information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary action up to a recommendation for dismissal from the program. 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 thus deemed insufficient to protect confidential client or facility information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, 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 harassment (misconduct). This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines are to be followed:

- Do not save confidential or sensitive client information, or information of any sort which could serve as identifying information on your personal computer or other electronic device (HIPAA violation).
- E-mail or texting correspondence with faculty should be treated confidentially and should not include client identifying information (HIPAA violation).
- Do not transmit any client-related information or images through social media. Do not take pictures or videos of clients or record discussions with clients or other healthcare professionals on a cell phone or any other personal device.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There is no such thing as a "private" social media site.
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency.
- Maintain client privacy and confidentiality at all times (HIPAA).
- Report breaches of confidentiality or privacy to your clinical instructor or the Director of Nursing promptly.

A violation of this policy may result in dismissal from the nursing program. See ABN Administrative Code.

www.abn.alabama.gov Review the NCSBN Policy on Social Media.

https://www.ncsbn.org/NCSBN_SocialMedia/pdf

Student Testing/Examination Policy

Every nursing course is a building block for clinical practice. Students must acquire a strong knowledge base to be successful in nursing. Examinations are a means of assessing comprehension and the mastery of course objectives.

- Examinations are administered after completion of a section of a course as deemed appropriate by the faculty to assess student progress in learning. The schedule of examinations is published at the start of a semester on the Learning Management System (LMS). Changes in examination dates and times are unusual but will be announced in advance in class and posted in the LMS.
- Unit examinations may be composed of any of the following: multiple choice, multiple answer (“select all that apply”), true-false, fill in the blank, short answer, matching, prioritization and/or essay questions. Newly formatted Next Generation (NG) NCLEX style questions will also be included. The format of unit make-up exams will be at the discretion of the course instructor.
- Individual exam scores are calculated as a percentage of the total course grade as published in the course syllabus.
- Examination grades will be posted within 1 week of testing. Grades are posted on the LMS.
- Testing may be conducted outside of scheduled class time.
- Standardized exams, computerized testing and resource programs are utilized by the nursing department to serve as diagnostic and assessment tools to maximize student success with test taking and critical thinking. Students are required to complete mandatory assignments in online resources. Testing activities will be associated with grading for every nursing course as outlined in the course syllabus. Remediation may be required.

Nursing students are expected to conduct themselves in an honorable, ethical fashion. In the event of proven misconduct, appropriate disciplinary action will be taken in accordance with the College’s procedures. The following policies have been developed by nursing faculty to promote academic honesty and testing within the nursing department.

All tests/examinations will begin at the scheduled time. No entrance into the testing site after the scheduled testing start time will be allowed without prior administrative approval. Students are expected to take exams when scheduled. Only excused absences will be considered for make-up exams. In the event of illness, bereavement, or court attendance the student is required to notify the course lead and/or department secretary by email, or telephone **prior** to the scheduled exam (voicemail is acceptable).

For those students eligible for make-up exams, the exams will be given at a designated time at the end of the semester. Alternative format questions may be utilized for any make-up exams. Only one make-up exam is allowed per course per semester. Extenuating circumstances must be documented and presented to the nursing faculty, if more than one exam is missed.

Students requiring ADA accommodations for testing must have approved reasonable accommodations on file in the nursing department to be eligible for accommodations during testing.

ALL students must have their NACC ID BADGE or an approved photo ID, such as a driver’s license, to enter the testing area. Any student who fails to bring their approved photo ID or NACC ID Badge on the day of testing will be required to take a make-up exam at the designated time (at the end of the semester). The approved photo ID will be required to take the make-up examination. NACC Nursing Department reserves the right to accept alternative forms of photo ID if situation warrants.

Admission to the Testing Environment

To ensure **test security** and uphold the **academic integrity** of the Nursing Program, all students must comply with the following guidelines when entering and participating in testing sessions:

- **Electronic devices** (including cell phones and all watches) are **not permitted** during testing.
- **AI glasses or any form of smart eyewear** is **strictly prohibited**.
- **All glasses will be checked upon entrance** to the testing area.

- **Handbags, backpacks, book carriers, books, drinks, food, and all personal belongings** (including keys) are **not allowed** during testing.
- **Hats and sunglasses** may **not be worn** during testing.
- The **NACC Nursing Department reserves the right** to request that students **remove bulky outerwear** prior to or during testing.

All Exams Must Be Completed In The Allotted Time. Computerized exams will be timed and will submit automatically when time has expired. In the case of paper/pencil exams, **ALL** students must IMMEDIATELY turn in their tests when time is called by the proctor. **Any tests which are not turned in when time is called MAY NOT BE SCORED and the student may receive a grade of zero.**

Upon administrative approval for late exam entrance, the student will not be given extra time to complete the examination.

If assistance is required during the exam, the student should raise his/her hand to signal a need of assistance from the instructor. It is essential testing/examination times are quiet. Speaking to another student after the examination has started is not permitted and may result in removal from the room and a score of **ZERO** may be given for the examination.

Students will not be allowed to pass any items or materials to another student after the exam has started. This behavior may result in removal from the room and a score of **ZERO** may be given for the examination.

If a student must leave the room prior to completion of an examination, re-entry will be determined by administrative staff.

There will be a 24-hour period from the time of the unit exam to question any exam item. An email should be sent, regarding the test item with which you have a question, to the course leader or instructor who taught the content. You should also include a rationale with referenced material.

Exam reviews will be held at the discretion of the Nursing Department. Any student who wishes to review a test must make an appointment with their advisor using Advisor Track or via email. No student will be allowed to review exams the week before final exams. Standardized exams, online exams, and final exams may not be reviewed for test security purposes. When exam review is granted with the instructor, the review will be limited to the review of missed items and to calculate grade on those missed items.

Final Examinations

Attendance at final examinations is mandatory. All final examinations are comprehensive and scheduled according to college policy. A student who must miss the final examination has the responsibility of notifying his/her assigned full-time faculty member and/or the level coordinator to make arrangements to take the final examination on an alternative date, if permitted.

Students arriving any time after the start of the final exam will be allowed/required to test in the remaining exam time. No make-up exams will be administered. Missed final exams are recorded with a grade of "0" without prior approval. Failure to attend a final examination will result in a grade of "0" unless the necessary written permission has been granted for an alternate examination date.

Online Testing Policy

(When on campus testing is not permissible, online testing may be utilized by the Department of Nursing as warranted by unforeseen circumstances. When online testing is to be used, the Nursing Department will notify the student in advance. The following policy and procedures apply to online testing).

The Nursing Department will use an online proctoring system as needed for online testing. **The Student Testing/Examination Policy Still Applies.**

Testing Preparation Student Responsibilities

- Students are responsible for self-testing the functionality of the system a minimum of one week prior to all Remote Proctored examinations so that any required troubleshooting can be accomplished. Students should check with their faculty member for available practice exams.
- Webcam and mic are required
- Students must close and restart computers before logging into the proctored test environment. All other programs and/or windows on the testing computer **MUST** be closed prior to logging into the proctored test environment and must remain closed until the exam is completed.
- Students **MUST** establish identity using the NACC Photo ID Badge or an official Driver's License following the procedures as outlined in the remote proctoring system instructions. NACC Nursing Department reserves the right to accept alternative forms of photo ID if situation warrants.
- Appropriate lighting is mandatory during the entire testing time

Testing Environment Requirements

- The online testing environment should mimic the “in class” testing environment, and MUST conform to the following:

Testing Area:

- Sit at a clean desk or table if available. In the event a desk is not available, you may utilize a seating bench (not on the bed, couch, or floor).
- Maintain room lighting bright enough to be considered “daylight” quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker.
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. is necessary unless specifically permitted in posted guidelines for that particular exam.
- No other computer monitors, screens or tablets should be on during the exam.
- No watches (any type) are allowed to be worn during the testing period or in the testing area.
- In case of a rare remote proctoring system failure, faculty will provide information, prior to the exam, on how to log in and utilize an electronic technical support. Cell phones are not to be utilized and should not be in the testing area.
- No writing should be visible on the desk or walls.
- Under no circumstances should students exit remote proctoring during the exam. No test items should be copied, saved, or shared during or following the exam.
- Screenshots of test information is prohibited.
- Do not have a radio or television playing in the background.
- Do not talk to anyone else—No communicating with others by any means.
- Do not read the questions “out loud” during the exam.
- No other persons except the test-taker should be permitted to enter the room during testing.
- A 360-degree Exam-Environment -View must be shown to the proctor prior to each exam, including the work surface. The student’s face and shoulders must be visible to the proctor during the entire testing process.

Behavior:

- Dress as if in a public setting.
- Do not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that examination. Do not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in).
- Mic and webcam required
- No use of headsets, ear plugs (or similar audio devices) are permitted. This includes Bluetooth earbuds.
- Do not use a phone.
- Keep your eyes on the screen and your face and shoulders visible.

Policy Violation Consequences

- Students are required to adhere to the protocol as listed above. Each exam and quiz are reviewed for policy violations. Any minor and major violation may result in several consequences ranging from student notifications to reporting possible academic conduct violations to the faculty which could result in recommendation for disciplinary action up to dismissal from the program.
- If a student deviates from this policy during the exam, as soon as the student completes the exam, the student must email the instructor explaining the nature of the policy violation. Failure to do so could result in an allegation of violation of the online testing policy, and/or a grade of “0” for the exam grade and/or a recommendation of dismissal from the nursing program.

- If the student's explanation for the deviation and the instructor's review reveals a reasonably innocent explanation, the instructor will resolve the deviation with the student. The intent is to allow the student a chance to modify behavior to comply with this policy to prevent future flags and to avoid possible punitive action. A student who received multiple flags may be reported to the course lead for suspected violation of the online testing policy.
- If the explanation for the deviation is unsatisfactory, the instructor will report the matter directly to the course lead for investigation into violation of academic conduct.
- Whether or not the exam was flagged by the remote proctoring system, if the student is suspected of a violation of the online testing policy, the student will be contacted directly by course faculty. If a violation is determined to have occurred or there is concern of a violation, the academic conduct policies for the college will be followed.

Statement of Policy Acknowledgement

- Prior to each online exam or quiz, each student must acknowledge understanding of the Nursing Department online testing policy and the NACC Academic Conduct policy as follows:
 - I acknowledge I have reviewed the online testing policy and understand my responsibilities as a student. I will adhere to this policy and recognize the potential consequences for violations.
 - I also acknowledge I have reviewed and will abide by the online testing policies as outlined in the Nursing Student Handbook.

High-Stakes Testing Policy

Purpose:

The purpose of this policy is to define the Department of Nursing's position on high-stakes testing and its appropriate role in the evaluation of student learning and program outcomes.

Policy Statement:

The Northeast Alabama Community College (NACC) Department of Nursing recognizes the role of standardized testing as a means to evaluate student learning, identify areas for academic improvement, and assess program effectiveness. In alignment with the **Accreditation Commission for Education in Nursing (ACEN) Position Statement on High-Stakes Testing**, the department supports testing practices that are **educationally sound, fair, and student-centered**.

The NACC Department of Nursing does **not engage in the practice of punitive high-stakes testing** that would prevent a student from progressing or graduating based solely on the results of a single standardized or comprehensive examination. Testing is utilized as an **educational tool** to enhance learning, promote remediation, and prepare students for successful completion of the program and licensure examination.

The department is committed to maintaining **ethical, transparent, and supportive testing practices** that uphold academic integrity while fostering the development of competent, safe, and professional nurses.

**NORTHEAST ALABAMA COMMUNITY COLLEGE
STUDENT DRESS CODE
HEALTH SCIENCE DIVISION**

Required: Bandage scissors, name tag, watch with second hand, (no Smart watch allowed), stethoscope, sphygmomanometer (BP Cuff), pen light, pocket size notebook, ink pen.

Uniform: NACC designated scrub suit, solid white leather shoes and white socks. Female wearing a skirt, white or nude stockings are required. Scrub suit must be neat (no wrinkles). White T-shirt must be worn under scrub top to conceal chest hair or cleavage. Pants should be hemmed so they do not touch the floor. Scrubs should be washed after each wearing to lessen the chance of cross contamination. NACC scrubs are to be worn ONLY in the clinical areas or on campus.

Scrub Jacket: Scrub jacket is to be purchased with uniforms. Other scrub jackets will not be acceptable. Scrub jackets may be worn over the uniform on campus or in the clinical areas.

Undergarments: Appropriate underwear is considered part of the uniform and must be worn.

Socks: Socks, worn with pants only, must be same color as shoes and without decorations. "No show" socks are unacceptable.

Shoes: Must be white leather with enclosed heels and toes. Shoes must be clean.

Hair: Should be styled away from face. Long hair must be worn secure (no bows, decorative combs, headbands, or barrettes). Hair color must be natural to humans. Facial hair must conform to the policy of the facility to which you are assigned.

Eyelashes: False eyelashes are NOT acceptable in the clinical setting.

Fingernails: Must be short. Artificial nails/acrylics/gel are not allowed in the clinical setting. Only clear polish is allowed.

Jewelry: Limited to wedding band and watch. A maximum of two pairs of single "post" earrings for pierced ears are allowed in lobes only. No visible body piercing allowed, including tongue piercing. May wear clear filler in facial or daith piercings.

Tattoo: No visible tattoos allowed in clinical facility. Tattoos must be completely covered in the clinical setting.

Perfume(/Cologne): NONE! Must bathe and use deodorant.

Name Tag: Must always be visible and worn on scrub suit or lab coat.

Gum/Smoking: No gum is permitted. Smoking is not allowed while in uniform or at any clinical facility.

Hygiene: Must present to clinical agency with clean appearance and be free from odor. Fingernails must be clean and short; hair must be clean and styled off the collar. Failure to abide by the rules related to hygiene will indicate lack of OSHA compliance and may indicate grounds for dismissal from clinical.

Facial coverings:

When masks are required to be worn the following guidelines apply:

- Masks must be neutral in color with no embroidery/customization.
- Washable or disposable masks are acceptable.
- Students must adhere to the agency policy regarding wearing of facial masks inside the facility.

**NORTHEAST ALABAMA COMMUNITY COLLEGE
HEALTHCARE PROGRAMS BACKGROUND
CHECK POLICY**

Policy

Northeast Alabama Community College (NACC) complies with requirements set forth by state board licensure agencies to ensure the safety of patients they serve. All nursing students at NACC are required to undergo background checks to meet these requirements. This prerequisite is noted in the college catalog. Background checks will be conducted by a designated private vendor approved by the Health Sciences/Nursing Division. A background check from another vendor or agency will not be accepted. Background checks must be completed by the deadlines set by the Nursing Department. An initial pre-clinical background check shall be in effect for one year, and an update will be required annually for each ensuing academic year. A student who has not been enrolled in a nursing program sequence for one semester or more must, at his/her expense, consent to an updated background check.

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. The nursing program director and/or designee will have access to the results and will send positive results from the background check to the clinical agencies. The agencies will make the decision to approve or deny a student for clinical privileges. Students must be accepted by all clinical affiliates to continue in the nursing program.

Investigations for Background Check

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- Positive Identification Maiden/AKA Name Search
- 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.
- Residency History / Employment Verification
 - Employment verification which may include the reason for separation and eligibility for reemployment for each employer. The last seven years may be searched if the student is 21 years of age or older.
 - Healthcare Employment Verification Network Search
- Professional License/Certification Verification/Personal References/Interviews
 - Criminal Search reveals felony and misdemeanor convictions, and pending criminal cases usually include the date, nature of the offense, sentencing date, disposition, and status. Criminal background checks 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, and other offenses.
- Most Wanted List
 - National Criminal Database Search, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
 - Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search, which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid, and other Federal health care benefits.
- 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.
 - Executive Order 13224 Terrorism Sanctions Regulations Government Suspect/Watch List
 - Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
- FACIS Database search includes OIG, GSA, OFAC and other sources.

NORTHEAST ALABAMA COMMUNITY COLLEGE: HEALTH SCIENCES DIVISION

- National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information International Criminal Applicable State Exclusion List Any Other Public Records

Consent

Students are provided with the background check policy at the time of enrollment in the nursing program and sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:

- 1) the vendor to perform required background checks,
- 2) the vendor to provide results to NACC Health Science/Nursing Division, and
- 3) the vendor and/or the program director to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

Background Check Procedure

The background check will be conducted by a college-designated vendor according to program specific guidelines. Background checks performed by any other vendor or agency will not be accepted. Students reinstated/readmitted to a program after an absence from program coursework of one semester or more, are required to repeat background check procedure.

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 undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the health sciences program director who will determine if the student will be allowed to proceed with the background check. No student will be allowed to attend a clinical experience until the full background check process is completed.

Results

Background checks must be accomplished prior to assignment of any student for clinical education and annually thereafter for subsequent clinical education experiences. Results of the background check will be sent to the nursing program director/designee. A secure, electronic copy of all results will be maintained by the vendor.

The nursing program director/designee have access to the secure database at all times. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested.

Students with a background check that renders them ineligible for a clinical rotation will be informed of the results by the nursing program director/designee and/or background check vendor. Students with a background check that indicates ineligibility will be denied assignment to clinical education experiences. Students are advised to contact the background check vendor to dispute the accuracy of any information reported and to clear any findings of the background check.

Background checks that could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must, and will, have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience.

Background Check – General Guidelines (subject to change)

NACC nursing students **will be accepted** to participate in a clinical experience if their background check reveals:

- No history of criminal offenses
- Misdemeanors for expired or failure to obtain a hunting or fishing license
- Misdemeanors for traffic or moving violations (excluding DUI)
- Any single misdemeanor over 2 years old

Students **will not be allowed** to attend clinical experiences if their background check reveals:

- Any misdemeanor, including pending or conviction, less than 2 years old that is related to crimes against the person (such as assault and battery), crimes based on dishonesty or untruthfulness (such as theft or embezzlement), or drug and other substance abuse related crimes
- A felony conviction less than 5 years old.
- A felony conviction that is a crime against a person such as battery or assault.

Other offenses identified on the Background Check will be considered on a case-by-case basis. Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the nursing program due to the inability to complete required clinical experiences. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by the program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Confidentiality

The nursing program director/designee and the clinical affiliate designee will have access to the results of the background check. Results of any student's background screen will be shared only on a need-to-know basis with the exception of legal, disciplinary or appeal actions, which require access to the results.

NURSING LABORATORY POLICIES

Nursing Computer Laboratory

The Nursing Computer Laboratory, located in HE 238 offers an opportunity for students to become familiar with the computer and to use software that will facilitate success in the nursing program. The laboratory offers practice with simulated nursing programs, word processing programs, Internet use, and other applications. Students in the nursing program are responsible for knowing and adhering to the following computer lab policies and procedures:

1. Absolutely no eating, drinking, or gum allowed in computer lab
2. The lab is to be used only by authorized students under the supervision of an instructor or permission from the nursing office.
3. **NO CHILDREN or VISITORS** are permitted in the computer lab.
4. Software and hardware problems should be reported immediately to the nursing office.
5. Students must bring paper for printing.
6. No student is permitted in the computer lab during scheduled class time.

Skills Lab

The Nursing Skills Laboratory at Northeast Alabama Community College, located in HE 242, offers an opportunity for nursing students to improve their critical thinking skills in combination with psychomotor skills, and build self confidence in a safe environment. The objective is to enhance student growth and development which will aide in success in the nursing program. It is equipped with complete bedside units, mid- and low fidelity manikins, hospital equipment and supplies necessary to practice and reinforce nursing skills. Students are expected to conduct themselves in a professional manner when in the Nursing Skills Lab. Students are responsible for knowing and adhering to the following policies and procedures:

1. Students are required to attend **ALL** scheduled skills lab classes.
2. Students must wear closed-toe shoes (clinically appropriate footwear) when in the lab. Follow Dress Code Policy provided by the course faculty.
3. Skills Lab is to be utilized by students in the nursing program **ONLY**.
4. Children, friends, and family members are not allowed in the Nursing Lab.
5. No eating or drinking is allowed in the Nursing Skills Lab.
6. Students should bring their lab kits each time they come for a scheduled class or open lab. For additional supplies, please ask lab personnel.
7. Proper hand hygiene is an important part of nursing practice. Alcohol-based hand sanitizers are available for use.
8. No products in the lab are safe for human ingestion, injection, or infusion. Products and supplies in the Nursing Lab are intended for teaching purposes only and are not safe for human or animal use.
9. Manikins should be treated like “real” patients. Please ask lab personnel for any questions regarding manikin use.
10. Students should not use ink pens or markers at the patient bedsides. These items will permanently stain the manikins.
11. Povidone Iodine (Betadine) and Chloraprep swabs will also permanently stain the manikins. Do not use any of these products that might come in any of the lab kits. Please simulate using these items.
12. Students are expected to leave the Nursing Lab in good condition. Please return all supplies to lab personnel or to the area you found them. Properly dispose of all sharps and trash.
13. Sharps are to be placed in sharps boxes after use. No re-capping or reusing needles or IV catheters. Please dispose of these items in Sharp’s containers.
14. No equipment or supplies may be taken out of the Nursing Lab without approval.
15. Students are not permitted in the Skills Lab without permission from an instructor or presence of a lab assistant.
16. No student is permitted in the skills lab during scheduled class time.
17. No access to the skills lab and simulation lab when nursing department is closed and faculty/staff are not present.
17. Students should sign in with the provided sign in sheet or computer application when present for “Open Lab.”
18. Students must report damaged or inoperative equipment to an instructor or skills lab assistant

Simulation Lab Policy

The Simulation Lab, located in HE 241, enhances nursing education by simulating clinical practice using sophisticated technologies in a safe learning environment. The NACC Simulation Center's main objective is to create a simulated clinical environment that allows students to practice true-to-life clinical scenarios. The lab simulates a hospital setting that is fully equipped to practice all clinical skills. The simulation lab consists of high-fidelity manikins. A medication dispensing system is available which stores simulated medications for simulations involving medication delivery. The simulation lab is equipped with a control room for running the simulations and the audio/video management tool that provides a 360-degree view of the simulation training environment. It is designed to promote patient safety and prepare students for real-world practice in an ever-changing, complex health care system. Simulation offers an opportunity for students to practice nursing skills, clinical judgment, and critical thinking without jeopardizing patient safety. Students are responsible for knowing and adhering to the following guidelines:

I. Professionalism:

- a. Students must always act in a professional manner while in simulation or the debriefing room for pre-briefing, monitoring, debriefing, or playback.

II. Confidentiality:

- a. In order to preserve the realism of the scenarios used in the simulation lab and to provide an equitable learning experience for each student, all persons using the lab will be required to sign a confidentiality agreement (see attached copy of confidentiality agreement). Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students agree to report any violations to the faculty or instructor.

III. Dress:

- a. Adherence to the dress code is expected. Each student must be in uniform to participate in any activity in the simulation lab.

IV. Real-Time Viewing and Recording:

- a. Faculty may allow students to view other simulations from the debriefing room. Students viewing the simulation should always remain professional and make no comments regarding the students completing the simulation experience unless asked to do so as part of peer learning.
- b. Faculty have the right to record simulations for playback.
- c. Faculty may use playback for debriefing purposes in group situations.
- d. Faculty may use playback for one-on-one student discussion when used for assessment/evaluation of individual students.
- e. Faculty are to ask permission and obtain waivers from participating students for playback outside of the class in which it was conducted (i.e. facilitator development, college presentations, conferences, etc.).

V. Manikin Use and Simulation Lab Conduct:

- a. Betadine, markers, or pens are prohibited to use on manikins. Use only the provided silicone oil for lubricant.
- b. Use of equipment for any purpose other than specified is prohibited; anyone who fails to comply with this request will be asked to leave the simulation lab.
- c. All electronic devices including cell phones, cameras, camera phones, video recorders, etc. are prohibited during simulations
- d. Students are to act as if they are in a real patient situation keeping in mind safety, infection and HIPAA regulations.

- e. To maximize the learning experience, conversation and discussion will be limited to the simulation experience and related nursing topics.
- f. Students are to remain confidential and professional regarding the performance of other students during and after simulation experiences.
- g. All beds should be lowered to the lowest level with the bed rails down after each use. Linens should be properly placed back on the manikin after each use as if caring for a real patient.
- h. The manikins do not have Latex on the outside of them, but students should notify their instructor(s) if they have a latex allergy.
- i. Students are to come prepared for simulation, including having the necessary materials (i.e. stethoscopes for nursing students).
- j. If UNABLE TO ATTEND ASSIGNED SIMULATION EXPERIENCE, please contact faculty PRIOR to assigned time. Make up for simulation experience will be at the discretion of the faculty.
- k. Smoking is prohibited in the simulation lab.
- l. Food or drink is prohibited in the simulation lab except for prop purposes.
- m. No student is permitted in the simulation lab without a faculty member present or during scheduled class time.
- n. Any equipment malfunction or abuse must be reported to the simulation coordinator immediately.
- o. Faculty and staff have the right to remove students from simulation experiences if conduct is violated.

**NACC HEALTH SCIENCE DIVISION:
NURSING PROGRAM DRUG AND ALCOHOL
SCREENING POLICY**

Northeast Alabama Community College (NACC) supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, authorized by, or on behalf of NACC. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverages by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

NACC complies with the requirements set forth by contracted healthcare agencies offering student clinical education experiences and with state board licensure agencies to ensure the safety of the patients they serve. Nursing students undergo drug and alcohol screening to be in compliance with healthcare agency policies. Clinical agency contracts require a negative drug screen on each student prior to the student arriving at the clinical agency for his/her clinical rotation.

Guidelines for Drug Testing

As stipulated by healthcare agencies and the NACC Health Science Division: Nursing Program, students must abide by the policies established by these agencies related to drug and alcohol screening and any subsequent revisions to these policies in order to be eligible to participate in clinical education experiences. This includes annual testing and random screening should the student be perceived to exhibit behaviors indicative of substance abuse. Fees for drug and alcohol screenings must be paid by the student.

NACC Health Science Division: Nursing Department will not accept drug tests completed prior to the testing period assigned by the nursing program, nor will it accept tests completed by vendors not designated by the college.

I. Persons to be Tested

A student enrolled in the nursing program, which includes clinical education experiences, will be required to submit to initial drug and alcohol screening by a deadline set forth by the nursing program and annually thereafter.

1. All students receive notice of the drug and alcohol screening guidelines upon enrollment into the nursing program and must sign an acknowledgement of receipt. The drug and alcohol screening guidelines are also published in the NACC Catalog/Student Handbook which is available on the NACC website.
2. The student will provide consent(s) to the college-designated vendor conducting the drug and alcohol screening. The student provides consent for the vendor to perform the required drug and alcohol screen, and for the vendor to provide results to NACC Nursing Department. The vendor will maintain, on file, a signed consent to drug and alcohol screening for each student and will provide a copy to the Nursing Department.
3. A student must have a negative drug/alcohol-screening test on file to complete nursing courses with a clinical component.,
4. Drug and alcohol screening will be scheduled and conducted by a vendor designated by the NACC Nursing Department. Fees for all drug testing must be paid by the student.
5. Any student failing to report for drug and alcohol screening during the time frame stipulated by the nursing department may be rescheduled once at the discretion of the nursing director or designee. The screening must be completed within 24 hours of the rescheduled time.
6. Students have the right to refuse to consent to drug and alcohol testing. However, students who decline or fail to complete the drug and alcohol testing will be unable to participate in clinical education experiences and a course grade of "F" will be recorded if the student does not officially withdraw.

7. A positive drug or alcohol screening result may prohibit the student from completing the classroom, laboratory, and/or clinical education component of required health science courses, necessitating withdrawal or resulting in a course failure.
8. When a student has a positive drug or alcohol screen, the vendor will notify the nursing program director or designee, who will meet with the student to discuss the situation.
9. A student who is unable to successfully complete classroom, laboratory and/or clinical education experiences of a nursing course due to a positive drug or alcohol screen may apply for readmission to the NACC Nursing Program at the beginning of the next admission cycle. The student will be considered for readmission according to criteria in the Readmission Policy applicable to his/her program of study.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing or random screening as stipulated in the drug and alcohol screening policy of the NACC Nursing Department. Failure to comply with random testing will result in immediate removal of the student who is participating in classroom, laboratory, and/or clinical education experiences, and may result in dismissal from the program. The definition of reasonable suspicion, as stated in the substance abuse policies of the contracted healthcare agencies, may include the following:

1. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol.
2. Noticeable odor indicative of alcohol consumption and/or drug use (e.g., smoke odor)."
3. Abnormal conduct or erratic behavior while on campus attending class, participating in laboratory or in the clinical unit, excessive absenteeism, as defined by the clinical agency, tardiness, or deterioration in performance.
4. Evidence of tampering with a drug test.
5. An incident/accident while in class, lab or clinical education experiences.
6. Information the individual has caused or contributed to an incident in the clinical agency that created an unnecessarily greater likelihood of a resulting injury to any person or property than should occur in a properly conducted situation or endeavor.
7. Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs or alcohol while enrolled in the nursing program.
8. Suspected theft of medications, including controlled substances, while in clinical or laboratory setting.

III. Student Drug Screen Procedure

1. All students enrolled in nurses' courses will pay the drug screening fee as part of their college fees in the first semester and annually thereafter.
2. Students must submit a photo ID at the time of specimen collection.
3. Testing will include, but not limited to, the following drugs:
 1. D-Methamphetamine/amphetamines
 2. Barbituates
 3. Benzodiazepines
 4. Cocaine metabolites
 5. THC (Marijuana metabolites)
 6. Methadone
 7. Opiates
 8. Phencyclidine (PCP)
 9. Propoxyphene
 10. Buprenorphine
4. Testing for additional substances may occur based on a clinical affiliation agreement.
5. Results are available to the student from the vendor. Students with positive results should contact the nursing program director immediately upon receipt of results.

IV. Confidentiality

Confidentiality of test results will be maintained by the program director, and the student having access to the results – with the exception of legal actions requiring access to test results. Should any legal action be taken as a result of the Drug and Alcohol Screen Policy, confidentiality can no longer be maintained.

V. Readmission Following Positive Drug Screen

If a student withdrew or was dismissed from a NACC course or the nursing program due to a positive drug and/or alcohol screening, or failure to complete a required drug and/or alcohol screen, the student seeking readmission is required to:

1. Complete four counseling sessions with a licensed counselor. The counselor will provide documentation of session completion and professional recommendations regarding continued therapy or completion.
- OR-
2. Submit a letter from a psychologist, psychiatrist, or program director of a recognized substance use disorder treatment provider verifying evaluation and completion of an appropriate substance abuse treatment program.
- AND-
3. Submit to an unannounced drug and/or alcohol screen at the student's expense prior to readmission. A positive screen at this time will result in ineligibility for readmission.

VI. Drug Screening Programs

Drug screening programs suggested or required by the Alabama Board of Nursing, NACC, and/or various institutions with which the college contracts may vary from time to time in any or all their aspects. Students will be required to comply with screening which will satisfy any program or requirement established for clinical education experiences, whether pre-clinical drug screening, random drug screening, or incident related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing, or incident testing. 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.

VII. Medical Review of Positive Drug Test Results

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. The vendor's Medical Review Officer (MRO) will review any positive test result.

A MRO, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.
2. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
NACC NURSING STUDENT SUCCESS PLAN POLICY**

The following strategies have and will be implemented throughout the academic school year to address the issue of student success in the nursing program until successful passage of NCLEX-PN & NCLEX-RN.

2nd Level Students:

- Each student assigned a faculty mentor.
 - Meets with student minimum of three times throughout the semester.
 - Meeting with the student following unit exams for advisement is highly recommended for those students who do not score 75% on an exam.
- Standardized Testing Platform (STP) integration
 - STP assignments throughout the semester with focus on remediation.
 - STP remediation assignment after every unit exam based on exam score. The lower the score on the exam, the greater the assigned remediation in STP.
- Second level faculty working with students in clinical to work collaboratively developing clinical judgement during post conference to promote understanding of the client care provided and how and why to record the care.
- Teambuilding activity at the beginning of the semester to promote trust and civility between faculty and students, “This Is Who We Are.”
- Suggest attendance to Success Seminars
- Track progress for NCLEX-RN

1st Level Students:

- Each student assigned a faculty mentor.
 - Meets with student minimum of three times throughout the semester.
 - Meeting with the student following unit exams for advisement is highly recommended for those students who do not score 75% on an exam.
- Standardized Testing Platform (STP) integration
 - STP assignments introduced throughout the semester with a focus on remediation. Also, faculty emphasizing the importance of the STP program and all the different resources available through STP to assist the student be successful each semester and as prep for the NCLEX-PN & NCLEX-RN.
 - STP remediation assignment after each unit exams.
 - Introduce how to study independently using STP resources.
- Campus labs facilitated by all nursing faculty.
- Health assessment assignments taught by nursing faculty.
- Pharmacology content integrated into lecture and campus labs throughout the semester.
- Teambuilding activity at the beginning of the semester to promote trust and civility between faculty and students, “This Is Who We Are.”
- Suggest attendance to Success Seminars
- Track progress for NCLEX-PN

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
Occupational Safety & Health Administration (OSHA)
Exposure Control Plan**

The Occupational Safety and Health Administration (OSHA) has established rules and regulations aimed at controlling the spread of blood borne pathogens. In an effort to comply with these regulations, the NACC nursing department has developed an Exposure Control Plan with the following measures to reduce the risk of infection by blood borne pathogens.

Exposure Control Plan

1. All nursing students will receive education regarding OSHA Rules and Regulations.
2. All students participate annually in an OSHA Education Class prior to attending the first clinical learning experience of the school year. All students will be required to sign a form indicating they have attended the OSHA Education Class and will assume responsibility for understanding the material provided prior to attending the first clinical learning experience of the school year. Failure to attend the OSHA Education Class at the scheduled time or failure to sign the attendance form will be considered an unexcused clinical and result in an unsatisfactory (U) for the clinical day.
3. No parenteral or invasive procedures will be performed in the campus laboratory except on manikins.
4. Students will be oriented by faculty to the policies and procedures of the agency to which they are assigned prior to patient care assignment. All students must familiarize themselves and follow the policies and procedures of the agency to which they are assigned that pertain to infection control and compliance with OSHA regulations related to blood borne pathogens. Failure to follow these procedures will result in an **unsatisfactory (U)** for the clinical day. The incident must be recorded in writing by the clinical supervisor and signed by both the supervisor and student. The report will be submitted by the supervisor as soon as possible to the department chair and filed in the student's permanent record. **An incident involving failure to follow procedures aimed at controlling the spread of blood borne or other pathogens may result in an "F" for the course and a recommendation for dismissal from the nursing program.**
5. Nursing students will be presented theory and demonstrations of the appropriate personal protective equipment to use, the correct way to use the equipment and the correct procedure to employ when removing the equipment. Students must perform a return demonstration that is satisfactory according to the critical requirements prior to attending their first clinical learning experience. Clinical missed due to lack of satisfactory skill demonstration will be considered unexcused and result in unsatisfactory (U) for the clinical day.
6. Students will be presented theory and demonstration of principles of medical asepsis prior to their first clinical learning experience in the nursing program.
7. Students will receive theory and demonstration of correct hand washing technique and must perform a return demonstration that is satisfactory according to the critical requirements prior to attending the first clinical experience in a nursing program. Clinical learning missed due to lack of satisfactory skill demonstration will be considered unexcused **and result in unsatisfactory (U) for the clinical lab day.**
8. The following personal hygiene and/or work practices in the clinical setting will be observed at all times. Failure of a student to comply with any of these policies will result in an **unsatisfactory (U)** for the clinical day. The incident must be recorded in writing by the clinical supervisor and the report signed by both the supervisor and student. A copy of the report must be submitted by the supervisor as soon as possible to the department chair and will be filed in the student's permanent folder. **Failure to comply with these policies may result in an "F" for the course and recommendation for dismissal from the Nursing Program.**

- a. Standard Precautions as recommended or defined by the Centers for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA) must be observed in all circumstances to prevent contact with blood and other potentially infectious materials.
- b. Specimens of blood or other potentially infectious material should be handled according to the policies of the agency in which the student is assigned to clinical lab.
- c. Any equipment that becomes contaminated with blood or other infectious materials should be reported to the RN in charge of the unit to which the student is assigned and the agency's policies should be followed in handling the contaminated equipment.
- d. Students should handle, decontaminate, and/or dispose of contaminated personal protective equipment according to the policies of the agency to which they are assigned for clinical lab.
- e. Any uniform or other garments that become contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and handled according to the policies of the agency to which the student is assigned for clinical lab.
- f. Gloves should be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and/or nonintact skin; when performing venipuncture or other vascular access procedures; and when handling/touching contaminated items or surfaces. Double gloves should be worn if there is any broken skin on hands or fingers. Gloves must be changed after contact with each patient. Any glove that becomes torn should be replaced immediately or as soon as is feasible. Disposal of gloves following use should follow the policies of the agency to which the student is assigned for the clinical experience.
- g. Students should wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.
- h. Students should wash hands and any other skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- i. All personal protective equipment should be removed immediately upon ceasing to provide care to the patient, or as soon as possible if contaminated, and placed in an appropriately designated area or container for storage, washing, decontamination or disposal according to the policies of the agency to which the student is assigned.
- j. The handling and disposal of contaminated sharps should be carried out according to the policies of the agency to which the student is assigned. **No contaminated needles are to be recapped, bent, broken, sheared, or removed following use.**
- k. Students are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses in immediate patient care areas where there is a potential for exposure to blood or other potentially infectious materials.
- l. All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying and aerosolization of these substances.
- m. Where there is potential for exposure to blood and or other potentially infectious material, students will be required to use appropriate personal protective equipment. This "appropriate" equipment will not permit blood or other potentially infectious materials to pass through to reach work/street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the equipment is used. The equipment may include but is not limited to, gloves, gowns, eye protectors, foot coverings, etc. The type and characteristics of the protective clothing will depend upon the task and degree of exposure

anticipated. The policies of the agency to which the student is assigned for clinical lab should be followed regarding protective apparel to be worn in various situations.

- n. Masks in combination with eye protection devices, such as goggles should be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- o. Contaminated work surfaces should be decontaminated according to the policies of the agency to which the student is assigned.
- p. Broken glassware should not be picked up directly with hands but should be cleaned up using mechanical means such as a brush, dustpan, tongs, or forceps.
- q. Regulated waste materials (See Definition of Terms, Appendix) should be handled and disposed of according to the policies of the agency to which the student is assigned for clinical lab all containers for regulated waste should be closable, puncture resistant, leak proof on sides and bottom and labeled or color coded.
- r. Laundry should be managed according to the policies of the agency to which the student is assigned. Contaminated laundry should be handled as little as possible with a minimum of agitation. Contaminated laundry should be bagged or containerized at the location where it was used and should not be sorted or rinsed in the location of use. Contaminated laundry should be placed and transported in bags or containers labeled or color-coded according to the policies of the agency. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry should be placed and transported in bags or containers which prevent soak through and/or leakage of fluids to the exterior. Students who have contact with contaminated laundry should wear protective gloves or other appropriate personal protective equipment.
- s. Items which contain blood or other potentially infectious material or are contaminated by blood or potentially infectious material are referred to as BIOHAZARDS. Students should recognize the biohazard label as being fluorescent orange or orange red with lettering or symbols in a contrasting color with the following legend: They should recognize that red bags or red containers may be substituted for labels. Students should handle any material labeled as a biohazard according to the policies of the agency to which they are assigned.
- t. Students should treat all blood and body fluids/substances as if known to be infectious for bloodborne and/or other pathogens.
- u. All laboratory specimens of body fluids or substances are potentially infectious and should be handled according to the policies of the agency to which the student is assigned.

9. Students will be given information on how to handle exposure to bloodborne pathogens prior to their first clinical learning experience each school year. Any student who is exposed to blood or other potentially infectious material should follow the post-exposure procedure plan for the agency where they are exposed.

10. Students should notify the clinical coordinator and will be required to complete a written NACC Student Exposure Incident Report should exposure to blood borne pathogens occur. In addition, students must participate in the completion of the clinical agency's incident report. The NACC Student Exposure Incident Report should be submitted to the nursing department clinical coordinator. The clinical coordinator will complete an OSHA 300 form and will submit it to the president of the College for submission to the Alabama Department of Postsecondary Education. Students are responsible for the cost of post exposure blood testing and treatment. Failure of a student to report an exposure incident, if discovered, or failure to follow the Post- Exposure Procedure will result in an unsatisfactory (U) for the clinical lab day and may result in an "F" for the course and dismissal from the nursing program.

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
Occupational Safety & Health Administration (OSHA)
Exposure Risk Categories**

- Exposure Risk Categories

(Not All Inclusive)

Administration of parenteral medications
Assistance with/caring for patients in restraints
Assistance with bedpan/urinal
Bathing patients
Cardiopulmonary resuscitation (CPR)
Catheter removal
Changing dressings
Cleaning wounds
Collecting specimens
Fingerstick/Heel stick
Handling soiled linens
Irrigation of body cavities
Nasogastric intubation, irrigation, feeding, and tube removal
Naso-oropharyngeal suctioning
Newborn Care
Observation of delivery procedures
Observation of surgical procedures
Pericare
Staple/suture removal
Surgical/delivery skin preparation
Termination of IV fluids
Tracheotomy care and/or for suctioning
Urinary catheterization
Venipuncture/administration of IV fluids

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
APPENDICES**

- A. Definition of Terms
- B. Essential Functions/Eligibility Criteria Form
- C. Health Addendum Form
- D. Nursing Student Exposure Incident Form
- E. Nursing Student Exposure Follow-Up Report
- F. Nursing Student Post-Exposure Follow-Up Checklist
- G. Audio/Video Recordings Permission Form
- H. Emergency Data Form
- I. OSHA Training Session Attendance Verification Form
- J. Model Release
- K. Student Clinical Rotation Contract
- L. Hold Harmless Agreement
- M. Student Acknowledgement Form
- N. Nursing Student Acknowledgement Form: NACC Student Handbook & Nursing Student Handbook

Definition of Terms

Alcohol and/or Drug Substance Abuse - Any use of alcohol and/or drug substances which have mind-altering properties prior to class, campus lab and/or clinical learning experiences and/or to the extent that the student's judgment, skills, and abilities to provide safe and competent nursing care are impaired.

Blood - Human blood, human blood components and products made from human blood.

Bloodborne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Breach of Accountability – Any conduct which does not meet one's ethical and legal responsibilities.

Breach of Confidentiality - Unauthorized disclosure and/or dissemination of information or knowledge concerning patients encountered in the clinical lab.

Breach of Legality – Any conduct which is contrary to that which is conforming to or permitted by law. **Breach of Safety** – Any conduct which leads to exposing others to harm, injury, and/or contamination or the potential for harm, injury, and/or contamination.

Campus Laboratory - On-campus, simulated laboratory used to provide students practice experience and validate skills.

Clinical Failure – Less than 75% satisfactory performance in a semester clinical assignment experience; and/or excessive unexcused clinical absences or tardies; and/or failure to complete all module assignments; and/or assignment of three (3) grades of “unsatisfactory” on a critical behavior in one semester; and/or omission/commission of threats to client safety and/or breach of client confidentiality.

Clinical Learning Experiences – Educational events taking place in off-campus health care facilities (hospitals, physicians' offices, public health agencies, nursing homes, day care centers, mental health agencies, homebound health care agencies, etc.) where real life nursing situations are encountered. Assignments are based on learning objectives related to a specific focus.

Contaminated - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry - Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps - Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass and broken capillary tubes.

Clinical Coordinator – The lead instructor for coordinating the clinical activities of the level related to clinical experiences and/or preceptorship.

Critical Incident - An act or the omission of an act, by a student in a clinical experience in which is or has the potential to be life-threatening, or cause a serious physical or psychological injury, or risk thereof. Such incidents may be grounds for the dismissal of the student from the nursing program.

Decontamination - The use of physical or chemical means to remove, inactivate, or destroy pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Evaluation - A method used to determine the extent to which a student is achieving the goals of the learning experience.

Exposure Incident - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the participation of a student in clinical learning experiences.

HBV - Hepatitis B virus

HIV - Human immunodeficiency virus

Invasive Procedure - A procedure which involves introduction of an object into a body cavity (other than mouth or ears) or piercing mucous membranes or the skin barrier with an object.

Learning Experience- Experiences selected to demonstrate the relationship of theory and practice.

Level Coordinator - The lead instructor for coordinating the activities of the level related to course work.

Material Safety Data Sheet – Product safety information sheets containing information about chemical preparations. Data contained on the sheet from the product manufacturer include product identification, emergency information, hazardous ingredients, health information and protection, regulatory information, storage and handling, reactivity data and spill control procedure. MSDS information is available in the laboratory on campus and at clinical agencies.

Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of students' skills in clinical learning experiences.

Other Potentially Infectious Materials - The following materials are considered to be infectious of HIV, HBV, and other bloodborne pathogens and **Universal Precautions** must be utilized: 1) human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; 2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and 3) HIV-containing cell or tissue cultures, organ cultures, or HIV - or HBV-containing culture medium or other solutions. *Universal Precautions* do not apply to the following body fluids/substances unless they contain visible blood: Feces, nasal secretions, sputum, sweat, tears, urine, breast milk and vomitus. Body Substance Isolation (BSI) defines ALL body fluids and substances as infectious. It includes not only the fluids and materials covered by Universal Precautions but expands coverage to include all body fluids and substances. In this nursing program ALL body fluids and substances will be considered infectious and Universal Precautions/Body Substance Isolation must be utilized.

Parenteral - Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment - Specified clothing or equipment worn by a healthcare provider for protection against a hazard.

Physical and/or Emotional Illness - A current physical and/or emotional illness that interferes with a student's judgment, skills, and/or ability to provide safe and competent nursing care.

Regulated Waste - Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Safe Nursing Care - Nursing care that is reasonable and prudent for the situation.

Simulated Clinical Learning Experiences – Educational events taking place in the simulation lab (on campus) where real life nursing situations are simulated using high, mid, or low-fidelity manikins. Assignments are based on learning objectives related to a specific focus.

Source Individual - Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to students during clinical lab.

Standard Precautions – An approach to infection control recommended by the CDC which combines Universal Precautions and Body Substance Isolation. These precautions apply to 1) blood; 2) all body fluids, secretions, and excretions (except sweat) regardless of whether they contain blood; 3) non-intact skin; and 4) mucous membranes. These precautions promote hand washing and use gloves, masks, eye protection or gowns when appropriate for client contact.

Sterilize -The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions - An approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV, and other blood borne pathogens. *www.osha.gov*

Unprofessional Conduct - Behavior/conduct that would tend to bring reproach upon the College and/or the nursing profession and/or of a character likely to deceive, defrauds, or injures the public in matters pertaining to health.

Virtual Clinical Learning Experiences – Educational events taking place through proprietary software vendors and/or combination of other distance learning modalities. Assignments are based on learning objectives related to a specific focus

NACC NURSING PROGRAM ESSENTIAL FUNCTIONS/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 functions/eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to perform the essential functions/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 functions/eligibility criteria. The nursing program reserves the right to amend the essential functions as deemed necessary.

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

The essential functions/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 functions/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 functions/eligibility criteria include but are not limited to the ability to:

1. Sensory Perception

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

2. Communication/ Interpersonal Relationships

- a) Effectively communicate and interact with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- b) Work effectively in groups
- c) Work effectively independently
- d) Discern and interpret nonverbal communication
- e) Express one's ideas and feelings clearly
- f) Communicate with others accurately in a timely manner
- g) Obtain communication from a computer

3. Cognitive/Critical Thinking

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

4. Motor Function

- a) Handle or manipulate small delicate equipment/objects without extraneous movement, contamination, or destruction
- b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to client, self, or others
- c) Maintain balance from any position
- d) Maneuver in small/tight spaces
- e) Push/pull heavy objects without injury to client, self, or others
- f) Coordinate hand/eye movements
- g) Stand, sit, bend, walk or otherwise move about for 6-12 hours in a clinical setting performing physical activities requiring physical energy without jeopardizing the safety of the client, self, or others
- h) Walk without a cane, walker, or crutches
- i) Function with hands free for nursing care and transporting items
- j) Transport self and client with or without the use of electrical devices
- k) Flex, abduct and rotate all joints freely
- l) Respond rapidly to emergency situations
- m) Perform daily care functions for the client
- n) Coordinate fine and gross motor hand movements to provide safe effective nursing care o) Calibrate/use equipment
- p) Execute movement required to provide nursing care in all health care settings
- q) Perform CPR and physical assessment
- r) Operate a computer

5. Professional Behavior

- a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c) Handle multiple tasks concurrently
- d) Perform safe, effective nursing care for clients in a caring context
- e) Understand and follow the policies and procedures of the College and clinical agencies
- f) Understand the consequences of violating the student code of conduct
- g) Perform all duties safely and understand one is subject to discipline for willful violation of safety standards h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i) Pose no direct threat to self or others
- j) Understand that hostile and threatening behaviors toward others is unacceptable and is subject to discipline up to and including dismissal from the nursing program.
- k) Function effectively in situations of uncertainty and stress inherent in providing nursing care
- l) Adapt to changing environments and situations
- m) Remain free of chemical dependency
- n) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- o) Provide nursing care in an appropriate time frame
- p) Accept responsibility, accountability, and ownership of one's actions
- q) Seek supervision/consultation in a timely manner
- r) Care for clients in a safe and unbiased manner
- s) Examine and modify one's own behavior when it interferes with nursing care or learning

STUDENT STATEMENT

Read the declarations below and sign only one option. If you are unable to fully meet any criterion, you will need to direct your request to Riley Holland, ADA Coordinator, Northeast Alabama Community College.

_____ I have reviewed the Essential Functions/Eligibility Criteria for this program, and I certify that to the best of my knowledge – **I am currently able to fully perform these functions and meet these criteria.** I understand that further evaluation of my ability may be required by the nursing faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention and/or progression through the program.

_____ I have read the Essential Functions/Eligibility Criteria for this program, and **I am currently unable to fully perform these functions and meet these criteria indicated without accommodations.** I am requesting the following reasonable accommodations: (Use additional sheet for request).

Signature _____ **Date** _____

MEDICAL VERIFICATION

Can this person sufficiently perform the Essential Functions and meet the Eligibility Criteria required for the classroom and clinical duties of a nursing student in all categories listed above?

YES_NO____If no, please explain (use additional sheet if needed.)

MD/DO/PA/CRNP Signature and Credentials **Date**

Printed Name

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
NURSING DEPARTMENT HEALTH FORM ADDENDUM**

To the Healthcare Provider: The student, _____, presenting this form gives permission for release of information to the *Nursing Department of Northeast Alabama Community College* and the student requests your professional opinion in helping to evaluate the student's ability to perform required nursing program course work.

Student Signature _____
Date _____

Please return this form to the student or to:
Dr. Myrna Williamson, Nursing Department Director
Northeast Alabama Community College
P. O. Box 159
Rainsville, AL 35986
Email: williamsonm@nacc.edu or greenp@nacc.edu

HEALTHCARE PROVIDER'S STATEMENT: Due to illness, injury, surgery, pregnancy, other _____ on (date/s) _____, there has been an alteration in the physical health

status of the nursing student named above. In my professional opinion the student is released to safely resume the nursing activities related to course work on _____ (date) without endangering safety and health of patients or self and meets the *Essential Functions/Eligibility Criteria* of the Nursing Program.

Please indicate any accommodations or restrictions for the following:

Nursing Activity	NO Restrictions	With Weight Restriction	With Time Restriction	NOT Allowed	Resume on (date):
1. Walk without a cane, walker, or crutches					
2. Lift, Turn, Transfer with assist					
3. Stand, bend, walk or sit in clinical setting without harm to safety of the patient, self, or others					
4. Perform daily care functions for the patient					
5. Perform CPR and physical assessment					
6. Administer Medications					

7. Respond rapidly to emergency situations					
8. Demonstrate a mentally healthy attitude					
9. Interact with patients with a variety of physical and/or psychiatric illness					
10. Not pose a threat to self or others					
11. Function effectively in situations of stress inherent in healthcare					
12. Other: (List)					
13.					
14.					
15.					

Healthcare Provider's Signature: _____ Date: _____

(PRINT) Healthcare Provider's Name:

Healthcare Provider's Address _____

City: _____ State: _____ ZIP: _____

Healthcare Provider's Phone Number: _____

NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING EDUCATION
Nursing Student Exposure Incident Report

Name: _____ Date of Incident: _____

Time of Incident: _____

Location of Incident (Clinical Agency, Area): _____

Potentially Infectious Materials Involved: Blood: _____ Other (Specify): _____

Type of Exposure: Needle Stick: _____ To Which Body Part: _____

Contact of Bare Skin with Blood/Other (Describe the part of the body exposed, the condition of the skin, amount of potentially infectious material) _____

Contact of Mucous Membranes, Eyes, and/or Mouth with Blood/Other (Describe the part of the body exposed and amount of potentially infectious material) _____

Describe Any Injuries Suffered In the Event: _____

Name Other Persons Exposed or Injured: _____

Personal Protective Equipment Being Used at the Time of Exposure: _____

List Witnesses to Exposure Incident: _____

Briefly Describe Exposure Incident (Work being performed, how incident was caused, and estimation of duration of exposure): _____

Actions Taken (Persons involved, decontamination, clean-up, reporting, etc.): _____

Recommendations for Avoiding Repetition: _____

Source of Exposure Known: Yes ____ No ____ **Was Blood Testing Done on Exposure Source?**

Yes ____ No ____ **If NO, Why Not?** _____

Name and Address of Healthcare Provider You Plan to See for Follow Up: _____

Were you told to keep the name of the source confidential by your clinical supervisor? Yes ____ No ____

Student Signature/Date _____

Clinical Supervisor Signature/Date _____

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING EDUCATION
Nursing Student Exposure Follow-Up Report**

STUDENT'S NAME

STUDENT NUMBER

has been seen by me in relation to his/her exposure on _____ to blood or other potentially
(Date)

infectious materials. I received the following items pertaining to this client:

- Description of exposed student's duties
- Copy of the Exposure Incident Report
- Results of blood tests from source individual if available
- Copy of documentation on student's hepatitis B vaccination status
- Copy of the student's completed Student Health Examination Form
- Student Exposure Follow-Up Verification Form

I have evaluated this client (including the collection and testing of his/her blood for HBV and HIV if he/she gave consent) and he/she has been informed of the results of the evaluation.

Hepatitis B Vaccination is [] / is not [] indicated for this client and
this client has [] / has not [] received the hepatitis B vaccination.

This client has also been told about the medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

CLINICAL FACILITY

HEALTHCARE PROFESSIONAL'S SIGNATURE

ADDRESS

DATE

CITY

STATE

ZIP CODE

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING EDUCATION
Nursing Student Post-Exposure Follow-Up Check List**

STUDENT'S NAME

STUDENT NUMBER

ACTIVITY

COMPLETION DATE

1. Incident report completed and filed; copy of report to student. _____

2. Blood testing results of source individual given to student. _____
 _____ Consent for blood testing not given by source; student notified.

 _____ Source unknown.

3. Student referred to his/her healthcare provider for follow-up with the following documentation given to the student for the physician: _____
 _____ Description of exposed student's duties
 _____ Copy of the Exposure Incident Report
 _____ Results of blood tests from source individual (if available)
 _____ Copy of documentation on student's hepatitis B vaccination status
 _____ Copy of student's completed Student Health Examination Form
 _____ Exposure Follow-Up Verification Form

4. The completed Exposure Follow-Up Verification Form returned and filed. _____

DIRECTOR OF NURSING EDUCATION

DATE

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
Audio/Video Recordings Permission Form**

I, _____, give my permission for the
(Print Name)

Northeast Alabama Community College Nursing Program to make an audio/video recording of any presentation and/or simulation session to use in current and/or future teaching/learning activities.

Student Signature: _____

Date: _____

**EMERGENCY DATA FORM
NURSING DEPARTMENT**

STUDENT'S NAME: _____ **DATE:** _____
DATE OF BIRTH: _____

LIST ANY INFORMATION YOU WOULD LIKE FOR US TO KNOW IN CASE OF A MEDICAL EMERGENCY. (ALLERGIES TO MEDICATION, FOOD, ETC.)

ARE YOU TAKING ANY MEDICATIONS? _____ LIST MEDICATION (S)

NAME OF FAMILY PHYSICIAN OR NURSE PRACTITIONER:

PHYSICIAN'S OR NURSE PRACTITIONER'S OFFICE PHONE NUMBER:

PREFERRED HOSPITAL IF APPLICABLE:

IN CASE OF A MEDICAL EMERGENCY, CONTACT (LIST ACCORDING TO PRIORITY)

NAME	RELATIONSHIP	CELL PHONE #	OTHER PHONE #
		()	()
		()	()
		()	()
		()	()
		()	()

THIS INFORMATION IS PROVIDED ON A VOLUNTARY BASIS AND WILL BE KEPT CONFIDENTIAL. THIS INFORMATION WOULD ALLOW US TO BETTER SERVE YOU IN CASE OF A MEDICAL EMERGENCY.

NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM

OSHA TRAINING SESSION
NURSING STUDENT ATTENDANCE VERIFICATION FORM

PRINT NAME

STUDENT NUMBER

My signature on this form indicates that I have attended an Education Class on the OSHA Regulations on Bloodborne Pathogens that was presented by _____ at Northeast Alabama Community College on _____.

Date

1. OSHA Regulations on Bloodborne Pathogens.
2. Epidemiology and symptoms of bloodborne diseases.
3. Modes of transmission of bloodborne pathogens.
4. Northeast Alabama Community College Exposure Control Plan.
5. Identifying activities that may involve exposure to blood and other potentially infectious materials.
6. Methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
7. Types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
8. Hepatitis B vaccine, including information on its efficacy, safety, methods of administration, the benefits of being vaccinated and that it is my responsibility to get the vaccination from my private physician or healthcare provider.
9. Appropriate actions to take and persons to contact when exposed to blood or other potentially infectious materials.
10. Procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that should be done.
11. Post-exposure evaluation and follow-up that is required following an exposure incident.
12. Signs and labels and/or color coding required by the OSHA regulations.
13. Notification that as a student I am not considered to be an "employee" of Northeast Alabama Community College and, therefore, not entitled to free vaccinations.

I was given an opportunity to ask and have my questions answered by the person presenting the class. I have access to the OSHA regulation on bloodborne pathogens and the NACC exposure control plan (this may be found online).

I accept the responsibility for understanding and utilizing the information and procedures to decrease my risk of infection by bloodborne pathogens.

Student's Name

Date

June 2020



**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
MODEL RELEASE**

I hereby grant Northeast Alabama Community College (NACC) permission to use my name and/or likeness in any and all media, now known or hereafter developed, in connection with publications and other materials generated by NACC for the purpose of supporting, promoting, and encouraging awareness of our community college.

I understand that I will not receive any compensation as a result of the use of my name and/or likeness as described in this release. I waive any rights of privacy and/or approval of the materials in which my name and/or likeness are used.

No use of my name and/or likeness shall be the basis of any future claim of any kind against NACC and its respective officers, directors, agents, employees, successors or assigns, nor shall this release be made the basis of any such claim.

Date: _____ Signature: _____

Printed Name: _____



NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT CLINICAL ROTATION CONTRACT

Name: _____ Student Number _____

I, _____, understand that the primary objective of the Nursing
(Print Student Name)

Program at Northeast Alabama Community College is to prepare program graduates to perform competently as safe, professional Registered Nurses or Licensed Practical Nurses. In order to achieve this objective, it is necessary for the ADN students to complete 675 hours and the LPN students to complete 360 hours of clinical experiences in a health care facility. Such experience is educational in nature and is designed to develop professional skills in order that each student may demonstrate specific entry-level competencies upon program completion. Program objectives and entry-level competencies are stated in the college catalog.

As a condition for enrolling in the Associate Degree Nursing or Licensed Practical Nursing program and subsequently participating in clinical experiences to satisfy the requirements for Nursing (NUR) 112, 113, 114, 115, 211, and 221. I, _____, understand that
(Print Student Name)

1. I am a student at the college, enrolled in a clinical course requiring my presence at a health care facility.
2. I am **not** an employee of the institution or of the health care facility while performing clinical hours (Unless employed as a Student Nurse Apprentice).
3. I am **not** expecting and will **not** receive compensation for participation in the clinical course from either the institution or the health care facility (Unless employed as a Student Nurse Apprentice).
4. I have **not** been promised and am not expecting to be offered a job at the health care facility as a result of participation in the clinical course (Unless employed as a Student Nurse Apprentice).

Student Signature

Health Science Division Director Signature

Date

Date

Witness Signature

Date

Date Revised: June 2020



**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT ACKNOWLEDGEMENT FORM**

I have received the Course Syllabus for NUR ____: _____.

My signature indicates that I have read and understand the contents.

Student's Signature

Print Name

Date

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Policies 601.02 and 800.00)

**NORTHEAST ALABAMA COMMUNITY COLLEGE
NURSING EDUCATION
Nursing Student Acknowledgement Form**

**Acknowledgment of Receipt and Review of
*Nursing Student Handbook***

I have an understanding of:

Northeast Alabama Community College (*NACC*) *Catalog and Student Handbook* which is available in print and online at <http://www.nacc.edu/>

Specific policies in the *NACC* Catalog/Student Handbook reviewed include: _____

- College Policies and Regulations _____
- Student Code of Conduct and Disciplinary Procedures _____
- Student Disciplinary Procedures _____
- Student Grievance Procedures _____
- Student Affairs / Student Services _____

The *NACC Nursing Department Student Handbook* provided in my initial nursing course and online in the Learning Management System™ *NUR* course shells reviewed included:

- Background Check Policy _____
- Dress Code _____
- Drug/Alcohol Screen _____
- Grading Policies _____
- Social Networking Policy _____
- Progression Policies _____
- Critical Skills Performance Policy _____
- Student Testing/Examination Policy _____

I have read the policies set forth in the *NACC Nursing Student Handbook*. I understand and agree to abide by the policies. I understand that some of the policies outlined in the *Nursing Student Handbook* are different from policies stated in the *NACC Catalog and Student Handbook* (the grading policy, for example). I understand that in the event of differences between the *Nursing Student Handbook* and a course syllabus, students and faculty will be subject to the course syllabus.

Printed Name: _____

Signature: _____ Date: _____