

**BEVILL STATE COMMUNITY COLLEGE  
NURSING PROGRAM POLICIES**

**COMMUNICATION:**

The faculty is interested in students; however, formal lines of communication are important. Therefore, when it becomes necessary to discuss a concern, the following channels of communication are:

- a) **APPROPRIATE FACULTY MEMBER**. If problem is not resolved at this level then make an appointment with the,
- b) **COURSE COORDINATOR**. If problem is not resolved at this level then make an appointment with the,
- c) **CAMPUS HEALTH SCIENCE DIVISION CHAIR**. If problem is not resolved at this level then make an appointment with the,
- d) **ASSOCIATE DEAN OF HEALTH SCIENCES** -- Penne Mott.

**WRITTEN WORK:**

All written work must be spelled correctly, be legible, & written with correct grammar. This includes clinical care plans which will be evaluated on the clinical evaluation tool.

Unacceptable papers will be returned to the student to be corrected, and the grade will be lowered 10% of possible points for the specified paper. Any corrected paper which remains unacceptable will be assigned a grade of "F".

All papers are due on the assigned date/time. It is the student's responsibility to place the paper in the appropriate faculty box or arrange for the faculty to receive the written work. All late papers will be penalized 10% for each day, or part thereof, that it is late. A "0" will be given in the accountability/responsibility area of the clinical evaluation tool for late clinical paperwork.

**CLASSWORK:**

Each student is responsible for all content and objectives listed in the syllabus or covered in class, including audiovisual assignments and handouts.

**VISITORS AND GUESTS:**

All visitors to the classroom must have permission of the instructor. In order to provide a learning environment and respect the rights of all learners, children are not permitted in the classrooms.

**CLASSROOM/CLINICAL ATTENDANCE:**

Attendance is required for all classes in which the student is registered. A student who is not in class at its beginning will be counted tardy. Three tardies count as one absence. Any student who leaves class early without instructor's permission will be counted as absent on the class attendance roll for the entire class.

**EXCESSIVE UNEXCUSED ABSENCES:** If absences exceed the number of times the class meets per week the student will receive a course grade of “F.”

**EXCESSIVE "EXCUSED" ABSENCES:** More than the allotted absences for each course must be evaluated by the nursing faculty in order to determine whether or not progression in the curriculum will be allowed.(current BSCC Catalog and course cover sheet for each course)

a.EXCUSED ABSENCE: Illness/injury/death or other extenuating circumstances. A written note from physician is to be brought to appropriate faculty on day of return to class/clinical. Extenuating circumstances are evaluated on an individual basis.

b.UNEXCUSED ABSENCES: Any absence other than those cited above.

**EXAMS/QUIZZES:**

a. A student with an **EXCUSED ABSENCE** will follow test policy as described below and in the course cover sheets. The student is responsible for submitting the excused absence validation to the appropriate instructor upon return to school from the absence. There will be **NO EXCEPTION** to this policy. The absence will be counted as unexcused if validation is not submitted.

**TESTING POLICY: IF THE STUDENT HAS AN EXCUSED ABSENCE FOR THE MISSED EXAMINATION, THE CONTENT MISSED WILL BE TESTED UPON STUDENT’S RETURN TO SCHOOL (FIRST CLASS DAY OF RETURN) WITH A DISCUSSION/SHORT ANSWER EXAM. THIS SCORE WILL BE RECORDED FOR THE EXCUSED MISSED EXAMINATION. THE EXCUSED ABSENCE MUST BE APPROVED BY THE INSTRUCTOR PRIOR TO EXAMINATION TO BE MISSED AND WRITTEN EXCUSE SUBMITTED TO SAME INSTRUCTOR UPON FIRST DAY OF RETURN TO SCHOOL. (NO EXCEPTIONS TO POLICY WILL BE TOLERATED).**

b. EXAMS MISSED WITH AN UNEXCUSED ABSENCE AND WITHOUT PRIOR ARRANGEMENT WITH INSTRUCTOR WILL BE GIVEN A GRADE OF "0".

c. UNANNOUNCED QUIZZES MAY BE GIVEN AND GRADED AT THE DISCRETION OF THE INSTRUCTOR. IF AN UNANNOUNCED QUIZ IS MISSED, THERE WILL BE NO MAKE-UP QUIZ GIVEN AND A “0” WILL BE GIVEN FOR MISSED QUIZ.

d. Students will be given an opportunity to review each unit exam, as announced & conducted by instructor, if the student chooses **NOT** to review the exam at that time; he/she forfeits the same opportunity to do so after the next unit exam is administered. There will be no overall review of Unit exams at end of semester before the course’s

Final exam, nor will a review of any Final exam be made available to student/s.

- e. If a student fails a Unit test in any Nursing course, the student will be required to complete prescribed study skills activities/ remediate content as prescribed before being allowed to take the next unit test.

**Remediation Policy:**

- If a student scores less than 75% on a unit exam he/she will be required to remediate at discretion of the instructor. The validation of this remediation must reflect a 90% test score or as deemed satisfactory by the instructor. The remediation must be proctored. The test taken must reflect content area of the unit test failed.
  - The student must continue to remediate until test score is greater than 90%. Also, the test taken should be 50 items or the maximum number of the items in the specific content area assigned by instructor.
  - The student must complete the remediation and score a minimum of 90% and submit to unit instructor before the next scheduled unit exam.
  - Failure to comply with this remediation will result in a grade of "0" for the unit exam requiring remediation.
  - Successful completion of the remedial assignments will not improve or change the original unit test grade.
- f. If a student arrives late/tardy on any Unit Exam day or Final Exam day, he/she may not be allowed to take the exam. If the student furnishes a valid excuse, the faculty will then decide if the student will be allowed to take the exam.
- g. All assigned skills, if any, must be passed in order for a student to pass nursing courses and progress to next nursing course. See laboratory modules/cover sheets for the specific criteria to be measured.

**GRADES:**

- a. Grades from each exam will be posted only by a student selected 4-digit posting number. If no posting number is placed on a student's answer sheet the grade will not be posted.
- b. Grades will not be given out over the phone. Do not call the nursing office or the instructor for any Unit or Final exam grade.
- c. A grade of "C" (75%) or higher is required in every course of the nursing program in order to progress in the nursing curriculum.

- d. In order to continue in the nursing program, the student must maintain a grade of “C” or better in all required general education courses as they are sequenced as well as, maintain a 2.0 cumulative GPA.
- e. **IF A STUDENT FAILS THE CLINICAL COMPONENT OF A COURSE, A GRADE OF "F" WILL BE RECORDED FOR THE COURSE GRADE AND NO READMISSION TO ANY NURSING OR OTHER HEALTH SCIENCE PROGRAM AT B.S.C.C. WILL BE ALLOWED.**

**CLINICAL ATTENDANCE:**

**PRIOR TO BEGINNING CLINICAL EXPERIENCES ALL OF THE FOLLOWING ITEMS MUST BE ON FILE IN THE NURSING DEPARTMENT:**

- Copy of current American Heart Association CPR Certification Card (Healthcare Provider)
  - Payment in the Business Office at registration for Malpractice Insurance (This deduction is done at registration with tuition)
  - Health form completed by physician/primary healthcare provider with results of the TB (PPD) skin test within the past year. A completed physical exam form, including TB (PPD) skin test, will also be required for the second year of the program. (EACH FALL SEMESTER)
  - Verification of Hepatitis B Vaccination (Series of 3) **OR** positive Hep B SA Immune Titer.
  - Verification of MMR Immunization/Titer as an adult and current Tetanus, Diphtheria, & Pertussis (Tdap) Immunization.
  - Verification of Varicella Vaccine / Titer.
  - Verification of Health Insurance coverage.
- a. A missed clinical experience will not be made-up.
  - b. A CLINICAL ABSENCE MUST BE EXCUSED in order to avoid a grade penalty of "0" average for the entire clinical day. **NO MORE TIME THAN IS SCHEDULED PER WEEK MAY BE MISSED, EVEN IF ABSENCE IS EXCUSED.**
  - c. THE CLINICAL INSTRUCTOR MUST BE CONTACTED PERSONALLY OF ANY ABSENCE 30 MINUTES PRIOR TO CLINICAL TIME. Failure to **PERSONALLY** notify the instructor will result in "0" average for the entire clinical day. **THERE WILL BE NO CLINICAL MAKEUP DAYS PROVIDED FOR UNEXCUSED OR EXCUSED ABSENCES. A ZERO WILL BE GIVEN FOR ANY UNEXCUSED CLINICAL ABSENCE AND THIS WILL BE AVERAGED IN WITH THE**

**OVERALL CLINICAL PERFORMANCE. SEE CLINICAL EVALUATION TOOL FOR AVERAGE NEEDED TO PASS CLINICAL COMPONENT OF EACH COURSE.**

- d. If extenuating circumstances cause the student to be late to the clinical facility, the student is responsible for informing the clinical instructor prior to the clinical time.
- e. **IN THE EVENT OF INCLEMENT WEATHER WHICH MAY PROHIBIT TRAVEL TO CLINICAL, STUDENTS ARE RESPONSIBLE FOR CONTACTING CLINICAL INSTRUCTOR OR CAMPUS NURSING OFFICE PERSONNEL TO DETERMINE WHETHER OR NOT CLINICALS HAVE BEEN CANCELLED AND TO INFORM THE INSTRUCTOR OF PROHIBITIVE WEATHER CONDITIONS IN THEIR GEOGRAPHIC AREA. IN ADDITION, WEATHER INFORMATION SHOULD BE OBTAINED FROM RADIO/TV BROADCASTS REGARDING WEATHER CONDITIONS, SCHOOL CLOSURE, ETC.**

**CLINICAL PREPARATION:**

- a. The student must come to the clinical area prepared to give competent client care. If a student comes to the clinical facility unprepared to give safe, competent client care, the instructor will require the student to leave the clinical area and the student will receive "0's" in every clinical performance area for the day.
- b. A "0" score will be given for any act or (failure to act) which jeopardizes the patient in any way.
- c. **A STUDENT MAY BE DROPPED FROM THE PROGRAM AS A RESULT OF:**
  - 1) UNSAFE CLINICAL PERFORMANCE; and/or
  - 2) EVIDENCE OF DISHONESTY; and/or
  - 3) POSITIVE DRUG SCREEN TEST or BACKGROUND CHECK.**(A GRADE OF "F" WILL THEN BE RECORDED FOR THE COURSE GRADE).**
- d. Nursing faculty reserve the right at any time to require the withdrawal of any student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, "WF" will be entered on the student's transcript and will be computed as an "F" for both hours and quality points. Students receiving "WF" for this reason will not be eligible for readmission into the nursing programs or any other Health Science program at B.S.C.C.
- e. A calculation exam at 100% accuracy may be/will be required at the beginning of each new clinical semester of the curriculum.

**PROFESSIONAL BEHAVIOR:**

Professional behavior is expected of all students in the clinical areas and the classrooms.

Students are expected to:

- a. ASSUME RESPONSIBILITY AND ACCOUNTABILITY FOR THEIR OWN BEHAVIOR.
- b. MAINTAIN CLIENT CONFIDENTIALITY. (See **confidentiality section**)
- c. ADHERE TO THE CODE OF ETHICS FOR PROFESSIONAL NURSES.
- d. REFRAIN FROM SMOKING OR USING PROFANITY WHILE IN SCHOOL NURSING UNIFORM.
- e. REFRAIN FROM LOUD TALKING **OR CHEWING GUM IN ANY HEALTH-CARE FACILITY.**
- f. REFRAIN FROM SITTING ON DESKS, CABINETS, OR BEDS IN CLINICAL LABS OR AGENCIES.
- g. ADDRESS FACULTY, STAFF, AND CLIENTS IN A PROFESSIONAL MANNER.
- h. NO TELECOMMUNICATION DEVICES WILL BE ALLOWED IN THE CLASSROOM OR CLINICAL AGENCIES. IN CASE OF EMERGENCY, THE NURSING OFFICE MAY BE NOTIFIED AND MESSAGE DELIVERED TO STUDENT.

**CLINICAL DRESS CODE:**

Bevill State nursing students are representatives of the nursing profession, the nursing program, and the college, therefore, adherence to the specified dress code requirements during clinical hours is **MANDATORY**. Failure to comply with clinical dress code will result in "0's" in the appropriate evaluative areas.

- a. Neatness and hygiene: **Required**
- b. **The BSCC student nurse uniform:** should be clean & unwrinkled. The complete uniform should be worn anytime the student anticipates client contact (ie. client care, assignments, assessment, interviews). Exceptions to this code occur when the clinical setting mandates specific attire such as scrubs.

**Name Tag:** First Name, Last Name, SN, BSCC. The name tag will also have a picture ID of the student which is issued by the OSS on the campus student is attending (**Required**)

**Shoes** Clean & White Leather. White hose. (White socks, only when wearing pants).

**Lab Coats/Sweater/Coat:**

Only the official school lab coat with the appropriate school emblem may be worn over the uniform while in the clinical area.

**Scrub suits:** Scrubs must be covered by a buttoned lab coat when worn outside a Surgical or Intrapartal area. Scrubs may be worn only in designated areas such as: Critical Care Units, Perioperative Units and OB/Nursery Units.

- c. **Nursing Equipment Required:** Watch with sweep second hand, bandage scissors, stethoscope and B.P kit, black pen, penlight, and nursing kit from College Bookstore.
- d. **Hair:** Neatly styled, pulled-back, and off the collar. Shaven or neatly trimmed beard or mustache. Human hair color only!!
- e. **Jewelry:** Only wedding bands without stone/s, watch and one earring stud per ear is allowed. **No other visible body piercing jewelry/item is allowed.**
- f. **Nails:** **Clipped, No polish .and NO LONG OR ARTIFICIAL NAILS.**
- g. **Perfume/after shave: None allowed – ALSO, NO CIGARETTE ODOR ON PERSON OR CLOTHING**
- h. **Tattoos:** Tattoos, if present, must be covered & non-visible.

**CARE PLANS:**

All papers are due on the assigned date/time. Failing to turn in assigned work at the specified time will result in "0" in area of Accountability and Responsibility and other applicable areas on the clinical evaluation tool. (See Clinical Requirements)

**CLINICAL EVALUATION:**

The "Clinical Evaluation Tool" gives the criteria by which each student's clinical performance is evaluated. A numerical grade is given for clinical performance. Students are graded weekly on a numerical scale from "0-4" for the Practical Nursing Program and "0-5" for the Associate Degree Program. A numerical point average is required at the completion of clinicals according to the student's level of clinical progression within the curriculum. (see Clinical Evaluation Tool). If a failing clinical performance occurs, (Noted with an "F" on the evaluation tool), this is a result of the numerical point value not being sufficient to meet the clinical course requirement as outlined on the Clinical Evaluation Tool, and the student will receive a grade of "F" as a course grade. **CLINICAL FAILURE FOR ANY REASON WILL RESULT IN “NO READMISSION” TO BEVILL STATE COMMUNITY COLLEGE NURSING PROGRAMS (PN & ADN) OR OTHER HEALTH SCIENCE PROGRAMS@ B.S.C.C. IT IS THE STUDENT'S RESPONSIBILITY TO SEEK HELP AND GUIDANCE FROM THE CLINICAL INSTRUCTOR WHEN HELP IS NEEDED. IT IS ALSO THE STUDENT'S RESPONSIBILITY TO FOLLOW THROUGH AND CHANGE BEHAVIOR IN ACCORDANCE WITH FACULTY FEEDBACK.**

**EQUIPMENT/MATERIALS:**

Any books, equipment, materials, library books or fees, etc. which have been checked out or not paid by the student must be returned or paid prior to taking the final exam. An "I" will be given in the course until said item is finalized.

**HEALTH REQUIREMENTS:**

All students must submit a completed Health Form to the Nursing Department on admission to the program and annually. This must include the results of a yearly TB (PPD) Skin test status. Students are expected to update & maintain current American Heart CPR certification while enrolled in the nursing program. **Students who are readmitted to the program are required to resubmit a new completed health form and current CPR information by first day of class.**

A student who has been **hospitalized or has any health problem**, must bring a statement from the physician/healthcare provider indicating his/her ability to continue in the nursing program.

If a student is **pregnant or becomes pregnant** during the course of study, the pregnancy must be reported to the clinical instructor immediately. A statement from the attending physician indicating ability to fully participate in both theory and clinical portions of the program is required to protect the student as well as the health of the baby. Please understand that there are some limits to clinical rotation, such as radiology, surgery, and other areas which may be deemed unsafe during pregnancy.

**NO HEALTH SERVICES ARE PROVIDED BY THE COLLEGE.** It is required that students have their own health insurance coverage while enrolled in the nursing program. **The student is responsible for his/her own health care and may utilize health-providers of choice.** Students are responsible for all expenses incurred as a result of injury/health-related problem while in a clinical agency. Students are required to comply with agency policy related to immediate and follow-up treatment of an injury sustained while in a clinical agency. **(Critical Incident Reports [Agency and Nursing Program] must be completed as directed and submitted to the Course Coordinator upon return to school – Without Exception)**

**THE NURSING FACULTY RESERVES THE RIGHT TO REQUIRE AT ANY TIME, PROOF OF A STUDENT'S PHYSICAL, MENTAL, AND/OR EMOTIONAL HEALTH.** The nursing faculty can require students to receive counseling and/or medical treatment in order to continue in the nursing program. If treatment is required, written proof of the student's ability to perform nursing skills and therapeutic communication skills effectively must be provided.

**DRUG SCREEN POLICY:**

Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or alcohol, is prohibited on the campus of Beville State Community College, or while in the school nursing uniform and such behavior/infraction will result in a required drug screen & dismissal

from the Department of Nursing. A grade of "F" will be given for all nursing courses being taken at that time. A drug screening will be done annually and there will be random drug screens performed at any time during the nursing curriculum, at student's expense each time. The student may be subject (at his/her expense) to a drug screen at any time during enrollment in the Nursing program. In addition, clinical agencies may require that a student/s be drug tested, at their expense, if suspected of drug use, or possession, while in the agency.

Positive drug confirmation from any drug screening done on a student will result in the student's immediate dismissal from the nursing program, with a course/s grade of "F", by the Division Chair from the Nursing program in which the student is enrolled. Also, a dismissal for positive drug screening will make the student ineligible for re-admission to the Nursing program/s or admission to any other Health Science program offered at BSCC.

#### **BACKGROUND SCREENING / AFFIDAVIT POLICY:**

Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks.

**Certain clinical facilities utilized by the BSCC Health Science programs require criminal background checks / affidavit declaring that the student has no criminal history. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate as a result of their Background or Affidavit documentation will be dismissed from the program.** A dismissal for this reason will make the student ineligible for re-admission to the Nursing program/s or admission to any other Health Science program offered at BSCC.

#### **CONFIDENTIALITY:**

The right of confidentiality regarding student matters is maintained. Access to student records is limited to the student, faculty, and administration. The student in turn has the responsibility to maintain the confidentiality of information relative to clients in their care, school matters, and their peers. Breach of Client confidentiality is a College, Agency, State and Federal infraction with mandated criteria for handling of such infraction/s. **(CLIENT CONFIDENTIALITY IS MANDATORY AND ANY INFRACTION OF THIS POLICY IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THE NURSING PROGRAM WITHOUT READMISSION ELIGIBILITY FOR NURSING OR ANY OTHER HEALTH SCIENCE PROGRAM OFFERED @ BSCC.)**

#### **POLICY FOR WEATHER, FIRE, TORNADO, OR OTHER NATURAL DISASTERS:**

Procedures have been formulated for safety of the student in case of inclement weather, fire, tornado, or other natural disaster. The fire and tornado procedures are posted in each classroom. Students are responsible for knowing these procedures.

#### **AMERICANS DISABILITIES ACT ACCOMMODATIONS (ADA):**

Students with disabilities are invited and encouraged to discuss their needs and accommodation

strategies with his/her instructor. The campus ADA Coordinator is available to assist with accommodation strategies upon request. The ADA Coordinator may be reached through the Office of Student Services on any campus.

**NONDISCRIMINATION POLICY:**

It is the policy of the Alabama State Board of Education and Beville State Community College, a postsecondary institution under its control that no person shall, on the grounds of race, color disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

**CLASSROOM SAFETY AND SECURITY STATEMENT:**

All students are expected to be familiar with emergency evacuation procedures, emergency medical procedures, and potential classroom hazards. The instructor will review these procedures at the beginning of the quarter, either orally or in writing. Please ask for clarification if your instructor fails to adequately review these procedures.

**BEVILL STATE COMMUNITY COLLEGE  
HEALTH SCIENCE PROGRAM  
INFECTIOUS DISEASE POLICY/PROCEDURE:**

**POLICY:**

The student must follow the Infection Control Policies of each clinical facility as related to screening procedures.

**A. Definition**

Infectious diseases, for the purposes of these guidelines, are defined as those diseases which are considered contagious. Such diseases include, but are not limited to:

1. Hepatitis B (HBV)
2. HIV Positive Serology
3. Acquired Immune Deficiency Syndrome (AIDS)
4. Chickenpox
5. Measles (Rubeola)
6. German Measles (Rubella)
7. Mumps
8. Tuberculosis
9. Herpes
10. Staph. Aureas open wounds

**B. Operating Guidelines**

1. BSCC shall adopt and communicate safety guidelines as proposed by the Center for Disease Control\* (CDC), for the handling of blood and body fluids of people with infectious disease.
2. Students who have an infectious disease may not be allowed regular classroom and clinical attendance. During an infectious stage, restrictions may be imposed as deemed appropriate.

3. Laboratories used in a teaching context are to be safe experiences. Given the fact that the existence and identity of those with infectious diseases may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood and body fluids shall be adopted and implemented. The department head of the course involved in such laboratories shall be responsible for developing and implementing specific procedures.
4. The requirements of affiliated clinical agencies for faculty and students with infectious disease shall be followed.
5. Student shall report any infectious disease to the course/clinical coordinator so that arrangements can be made for sick leave or restricted duty as deemed appropriate.
6. A medical statement from a physician/primary healthcare provider will be required when necessary to confirm a student's physical ability to perform in the clinical area or the classroom. This statement should address the duration of the infectious phase and the time when it is appropriate to return to the public environment.
7. Routine screening will be carried out based on requirements for clinical agency affiliation, i.e. rubella, VDRL, tuberculosis, HBV, and Tetanus immunization.

#### **GUIDELINES FOR HIV/HBV:**

Due to the recent increase in the reported incidence of HIV/HBV and the severity of these diseases, these further guidelines will specifically apply to students with these infectious disease processes.

- a. The Division of Health Sciences will not undertake general programs of screening for HIV/HBV as part of the admission procedures or for currently enrolled students.
- b. It is **mandatory** that all students and faculty in the Nursing Programs report exposure to or contraction of HIV/HBV to the Course Coordinator / Campus Health Science Division Chair.
- c. The number of people who will be apprised of the existence and/or identity of students or employees with HIV/HBV will be restricted to an absolute minimum, however, in the case of students it must be understood that faculty responsible for student clinical experiences will be informed. The infection control staff of the affiliating agency will be informed as required by policy.

#### **PRECAUTIONS FOR CONTAMINATED SUBSTANCES/OBJECTS:**

Nursing students and faculty should be particularly aware of the potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure to contaminants. Since we cannot reliably identify all persons with a

transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all clients at all times as if they were a potential source of infection. This approach includes precautions for contact with the client's blood and body fluids. This is referred to by the Center for Disease Control as "Standard Precautions."

Practice of these precautions will ensure protection from blood and fluid borne infectious diseases. Rigorous adherence to these guidelines shall be required of all faculty and students.

**PRECAUTIONS FOR THE TRANSMISSION OF BLOOD/BODY FLUID BORNE AGENTS TO HEALTH CARE FACULTY AND STUDENTS:**

- A. All clients, their blood and other body fluids, will be considered to be infectious at all times.
- B. Whether or not the client is known to have an infectious disease, the faculty and student shall:
  - 1. Wash hands thoroughly with soap and water before and immediately after contact with clients, their blood and other body fluids.
  - 2. Consider sharp items as being potentially infective and handle with extreme care to prevent accidental injury.
  - 3. Dispose of sharp items in puncture resistant containers immediately after use.
  - 4. Not recap, purposefully bend, or otherwise manipulate by hand, needles that are to be disposed.
  - 5. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag-valve-masks, or other ventilation devices.
  - 6. Wear gloves when handling client's blood, body fluids, and/or items soiled with blood or other body fluids.
  - 7. Use gloves when performing venipunctures, arterial punctures, capillary sticks and/or any other actual hands on contact with clients in a health care facility.
  - 8. Wear gown, mask and eye covering when performing procedures where aerosolization or splattering are likely to occur, wound irrigation, endotracheal intubation, bronchoscopy, endoscopy, high speed centrifugations, etc.
  - 9. Clean up spills of blood or body fluids immediately with a disinfectant such as 1:10 dilution of chlorine bleach.
  - 10. As appropriate, follow additional guidelines in effect for any affiliated agency when assigned to the agency.

## **PROCEDURE FOR REPORTING POTENTIAL EXPOSURE:**

- A. Any incident of potential contamination shall be reported to and be fully documented by the immediate supervisor, college or clinical faculty, the appropriate department head and dean (see Critical Incident Protocol).
- B. The appropriate Course Coordinator / Campus Health Science Division Chair shall be responsible for assessing the situation and recommending action.
- C. In all cases, the policy and procedure of affiliated clinical agencies shall be followed when an incident occurs in that agency.

### ***Bevill State's Official Statement regarding MRSA***

In light of numerous recent news reports surrounding staph infection and MRSA, Bevill State Community College, out of an abundance of caution, is informing the college family about a pair of recent incidents that have occurred.

Bevill State has experienced two isolated cases of MRSA with student-athletes, on different campuses, during the past two months. The College immediately took action through the experienced work of the athletic department personnel. The cases were self-reported, referred for treatment, and campus facilities and equipment were disinfected. Local medical doctors diagnosed and treated the students, and referred them back to appropriate College officials for monitoring. The students were not allowed to participate in practices, scrimmages, or attend classes until a release was provided by their physician.

College facilities have been disinfected in accordance with the Centers for Disease Control and Prevention's recommendations. The Bevill State administration appointed an internal consulting team of faculty and staff qualified and experienced regarding issues related to communicable and infectious diseases. The consulting team determined that Bevill State has taken the necessary steps to address these isolated issues.

Bevill State adheres to Alabama Department of Public Health (ADPH) guidelines related to MRSA. Bevill State's maintenance and custodial department staff have been and continue to use, on a daily basis, EPA-approved cleaning solutions that minimize the impact of the environment on the transmission of antibiotic-resistant pathogens. However, the ultimate responsibility for personal safety and health rests with each individual. Each person should be aware of his/her surroundings and potential risks to personal safety and health.

Proper prevention and management recommendations from ADPH include:

1. Keep hands clean by washing thoroughly with soap and warm water for 15 seconds or using an alcohol-based hand sanitizer routinely.
2. Keep cuts and scrapes clean and covered with a bandage until healed.
3. Avoid contact with other people's wounds or bandages.
4. Avoid whirlpools or common tubs with open wounds, scrapes or scratches.
5. Avoid sharing personal items and skin care products such as clothing, towels, razors, balms, moisturizers, and daily athletic gear.
6. Maintain clean facilities and equipment.
7. Report known or suspected MRSA infections to appropriate College officials (i.e., Campus Associate Dean, nursing faculty, campus student services staff.)

Students, faculty, and staff can obtain more information about MRSA on the Alabama Department of Public Health's web site at: <http://www.adph.org/epi/Default.asp?id=1822> or Centers for Disease Control and Prevention at: [www.cdc.gov](http://www.cdc.gov).

**BEVILL STATE COMMUNITY COLLEGE  
HEALTH SCIENCE PROGRAM  
CRITICAL INCIDENT PROTOCOL:**

The students and faculty of the Health Science Programs will be expected to adhere to the following protocol in the event of the occurrence of a "critical incident" while in the clinical or laboratory portion of a course or activity.

A "critical incident" is defined as any occurrence in which there is an accident involving a student, client or faculty member, or where there is unusual exposure to a communicable disease.

**NOTE: Nothing in this protocol is intended to delay emergency treatment deemed necessary in such an incident.**

**1. WHEN AN INCIDENT IS IN AN OFF-CAMPUS CLINICAL SITE:**

- A. Incident should be reported immediately to the instructor in charge and to the area nurse manager.
- B. Area manager will determine if an official agency accident/incident report is warranted.
- C. If the incident involves either an injury to the student or faculty member, or an unusual exposure to a communicable disease, or a hazardous material, the appropriate person at the agency (employee health nurse) should be notified so that treatment can be arranged and appropriate paperwork completed.

- D. Students are responsible for medical bills incurred as a result of injury or illness related to clinical experience.
- E. All critical incidents are to be reported to the Clinical Instructor & the responsible Course Coordinator /Campus Health Science Division Chair on the attached form.

**2. WHEN AN INCIDENT OCCURS ON CAMPUS:**

- A. The instructor should be notified.
- B. The student or faculty member requiring emergency treatment should be evacuated to the appropriate emergency facility by ambulance. College employees are **NOT** to transport victim/s.

**3. ALL INCIDENTS MUST BE REPORTED BY THE INSTRUCTOR TO THE ASSOCIATE DEAN OF HEALTH SCIENCES AS SOON AS PRACTICAL WITH A WRITTEN FOLLOW-UP REPORT WITHIN 72 HOURS. THE REPORT SHOULD CONTAIN AT A MINIMUM, THE FOLLOWING:**

- A. Time, date, and place of occurrence.
- B. Persons involved.
- C. Detailed description of the incident.
- D. Actions taken related to the incident.

**4. IF THE INCIDENT INVOLVES AN UNUSUAL EXPOSURE TO A COMMUNICABLE DISEASE, THE FOLLOWING ADDITIONAL STEPS SHOULD BE TAKEN:**

- A. If occurrence is in a health care facility, the agency protocol will be followed.
- B. If the incident involves direct blood/body fluid contamination (i.e. cuts with contaminated instrument, needle-stick, etc) student or faculty member should see their personal physician or healthcare provider.

**ADOPTED: JUNE, 1992**  
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**JUNE 20, 2001**

**MAY 2002**  
**JUNE 2004**  
**JUNE 2005**  
**JUNE 2006**  
**JUNE 2007**  
**JUNE 2008**

**BEVILL STATE COMMUNITY COLLEGE  
HEALTH SCIENCE DIVISION  
CRITICAL INCIDENT REPORT FORM**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Description of Incident:** \_\_\_\_\_

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**Action Taken:** \_\_\_\_\_

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**Location:** \_\_\_\_\_

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**To Whom Reported:** \_\_\_\_\_

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**DISPOSITION OF INCIDENCE:** \_\_\_\_\_

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\_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Student**

## **SUBJECT: LICENSURE INFORMATION**

Students who complete the program meet the educational qualifications of the Alabama Board of Nursing for writing the National Council LICENSURE EXAMINATION (NCLEX-RN). However, completion of the academic program in no way assures the student of licensure.

Standard of conduct and grounds for Denial of a License as outlined in the Alabama Board of Nursing Administrative Code are as follows:

- A. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
- B. Failure to pass the licensing examination.
- C. False representation of facts on an application for LICENSURE.
- D. Having another person appear in his/her place for the licensing examination.
- E. A course of conduct which would be grounds for discipline under Rule 610X-8-01 of these rules and regulations.
- F. Having his/her license revoked, suspended, or placed on probation in another state or having disciplinary action pending in another state.
- G. Failure to produce evidence of good moral character.
  - A. The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing.
  - B. The applicant may submit whatever evidence desired and the Board shall consider all the evidence submitted by the applicant. The Board shall weigh the evidence submitted and shall consider all mitigating circumstance.
  - C. Failure to show good moral character as pertaining to nursing includes but is not limited to:
    - A. Conviction of a felony
    - B. Abuse of or addiction to alcohol or drugs.
    - C. Theft of drugs.
    - D. Disciplinary action against the license in another state.
    - E. Violation of a state or federal law relating to controlled substances.
    - F. Any other reason authorized by law.

Alabama Board of Nursing Administrative Code 610-X-8-01. September 29, 1997



**BEVILL STATE COMMUNITY COLLEGE  
NURSING PROGRAM**

**Nursing and Health Insurance Portability and Accountability Act Introduction**

When you interact with patients in a clinical setting you must be mindful of that agency's obligations and policies as they apply to HIPAA. These are serious obligations and that agency's HIPAA policy should be reviewed as soon as practical.

The rest of this text is a FAQ (Frequently Asked Questions) about HIPAA and a sample HIPAA Privacy Notice. Please review this information prior to your clinical experience.

The next page is an exact duplicate of this page. Please sign both and return the top copy to you instructor to be placed in your file in the Campus Nursing office.

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's name (witness)

\_\_\_\_\_  
Date

**BEVILL STATE COMMUNITY COLLEGE  
NURSING PROGRAM**

**STUDENT MEDICATION ERROR POLICY**

1. Student is to immediately report a medication error to his/her clinical instructor. The instructor is to convey the information to the charge nurse as soon as possible.
2. The charge nurse, as per clinical facility, will contact the necessary physician and other persons needed and will also secure a quality assurance form and medication error form for the student to complete with instructor assistance.
3. The student and instructor will closely monitor the patient for any adverse reactions to the medication.
4. After completing these forms the student shall contact the Vice-President of Nursing Service or appropriate administrator of nursing service such as the unit coordinator and discuss the medication error with one of them. The student will be expected to explain why the error happened and how the error could have been avoided.
5. The student will write a report to be given to the instructor pertaining to the adverse effects this medication may have had on this particular patient. The instructor will then forward on this report to the campus Division Chair of Health Sciences.
6. The student will complete the computer assisted program on medication errors in the nursing division media center and will give a written summary of the part of this program pertinent to the error to her/his instructor before returning to the clinical area.
7. The student will receive a clinical unsatisfactory ("0" for the clinical day) for this clinical experience.
8. The student must take a Calculation exam that can be obtained from the Associate Dean of Health Science's office. This Calculation exam may only be taken once & must be passed at 100%. The test must be taken and passed before the student may return to any clinical assignment. If student is unsuccessful with passing this test a clinical unsatisfactory grade of "WF" will be recorded and student will be dismissed from the nursing program immediately.

**BEVILL STATE COMMUNITY COLLEGE  
NURSING DIVISION**

**Please initial each line to indicate your agreement/understanding:**

- \_\_\_\_\_ I acknowledge that I have received a copy of the Program Policies, & will receive Course Cover Sheets & Clinical Evaluation Forms of the Department of Nursing and that they have been explained to me.
- \_\_\_\_\_ I understand that my attendance is required at all classes, assigned labs, and all assigned clinical experiences; and that my excused/unexcused absence(s) may result in my failing the specific course(s), according to the Bevill State Student Handbook on absences and the Nursing Program Policy Handbook.
- \_\_\_\_\_ I understand that academic dishonesty is grounds for immediate dismissal from the Department of Nursing program.
- \_\_\_\_\_ I understand that the classroom is a learning environment and that any disruptive behavior on my part will not be allowed.
- \_\_\_\_\_ I understand that **NO** telecommunication devices (cellphones, beepers, etc.) will be allowed in the classroom/clinical area. In case of emergency, the Nursing office may be notified & message delivered to me.
- \_\_\_\_\_ I give consent for my grades to be posted by a 4 digit code number of my choice.
- \_\_\_\_\_ I understand that I am to use Standard Precautions with all clients with whom I make direct contact. If I am exposed to blood or body fluids of a patient, I will immediately notify my clinical instructor and follow agency protocol as well as the nursing program's "Critical Incident" protocol.
- \_\_\_\_\_ I understand that I am responsible for any injury-related expense that I may incur while in the clinical area.
- \_\_\_\_\_ I understand that if I am diagnosed with HIV/HBV or any other communicable disease, I am required to report this to the Associate Dean of Health Sciences at BSCC.
- \_\_\_\_\_ I understand I must have health insurance coverage in order to attend the clinical component of each course.
- \_\_\_\_\_ I understand that I am required to submit a completed health form annually & this form must be submitted prior to start of clinicals or I will not be allowed to attend clinicals which will result in failure of that enrolled course.
- \_\_\_\_\_ I agree that I have been given a copy of the Health Science *Student Drug & Alcohol Screen Policy* and that I have read and fully understand the consequences of violating this policy.
- \_\_\_\_\_ I understand that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or alcohol, is prohibited on the campus of Bevill State Community College, or while I am in my school nursing uniform and that such behavior will result in a required drug screen & dismissal from the Department of Nursing. A grade of "F" will be given for all nursing courses being taken at that time.

- \_\_\_\_\_ I understand that Beville State Community College’s nursing program has a **ZERO TOLERANCE** for controlled substance use or alcohol use while on campus or during any clinical facility assignments.
- \_\_\_\_\_ I understand that a drug screening will be done annually and there will be random drug screens performed at any time, at my expense each time.
- \_\_\_\_\_ I understand that I may be subject (at my expense) to a drug screen at any time during my enrollment in the Department of Nursing and that clinical agencies may require that I be drug tested, at my expense, if I am suspected of drug use, or possession, while in the agency.
- \_\_\_\_\_ I understand that positive drug confirmation from any drug screening done by me will result in my immediate dismissal, with a grade of “F”, by the Division Chair from the Nursing program in which I am enrolled. Also, my dismissal for positive drug screening will make me ineligible for re-admission to the Nursing program or admission to any Health Science program offered at BSCC.
- \_\_\_\_\_ I understand that if I fail to provide an Adulterant Free certified negative drug result, either on initial pre-clinical screening or on random or incident related screening, I will be unable to continue in the Health Science Program and be ineligible for readmission to the Nursing Program or any other Health Science Program at BSCC.
- \_\_\_\_\_ I understand that violation of Health Science policies pertaining to a positive background/affadavit check will result in my immediate dismissal , with a grade of “F”, by the Division Chair from the Nursing course/s in which I am enrolled. Also, my dismissal for a positive background/affadavit check will make me ineligible for re-admission to the Nursing program or admission to any Health Science program offered at BSCC.
- \_\_\_\_\_ I understand that an **unexcused** absence from a test may result in my failing a specific course. Notification of absence **must** be received by instructor prior to scheduled test. (See each course cover sheet for test policy)
- \_\_\_\_\_ I understand that a missed **excused** test will be given to student upon first day back to school and will be a short-answer/discussion test. (See each course cover sheet for test policy)
- \_\_\_\_\_ I understand that I will be given an opportunity to review each unit test, as announced & conducted by instructor, and if I choose to not review the test at that time, then I will not be given the same opportunity do so after the next unit test is administered.
- \_\_\_\_\_ I understand that if I arrive late/tardy on any Unit Exam day or Final Exam day, I may not be allowed to take the exam. If I furnish a valid excuse, the faculty will then decide if I will be allowed to take the exam.
- \_\_\_\_\_ I understand that if I score less than 75% on a unit exam I will be required to remediate at discretion of the instructor. The validation of this remediation must reflect a 90% test score or as deemed satisfactory by the instructor. The remediation must be proctored. The test taken must reflect content area of the unit test failed. I must continue to remediate until test score is greater than 90%. Also, the test taken should be 50 items or the maximum number of the items in the specific content area assigned by instructor.
- \_\_\_\_\_ I understand that I must complete the remediation and score a minimum of 90% and submit to unit instructor before the next scheduled unit exam. Failure to comply with this remediation will result in a grade of “0” for the unit exam requiring remediation. Successful completion of the remedial assignments will not improve or change the original unit test grade.

\_\_\_\_\_ I understand that I must pass each ATI assigned proctored specific exam at a Level 1 proficiency or higher. If I score below level 1, I must remediate as prescribed by the course coordinator. After completing the prescribed remediation, I must then pass the test at a level 1. Each administration of this test must be on the College campus as prescribed by the course coordinator. This process must be completed successfully by the time grades are submitted at the end of the semester the test is scheduled.

\_\_\_\_\_ I understand that in NUR 203 (ADN) or NUR 107 (PN) I must pass each ATI assigned proctored specific exam at a Level 1 proficiency or higher. If I score below level 1, I must remediate as prescribed by the course coordinator. On the Comprehensive Predictor exam, I must pass it at the predictability level of 90% or > in order to pass the course. If unsuccessful on the 1<sup>st</sup> attempt, I must remediate as prescribed by the course coordinator. After completing the prescribed remediation, I must then pass the non-proctored test at the prescribed passing level. If unsuccessful with the non-proctor test, I may retake the proctored exam. Each administration of this test must be on the College campus as prescribed by the course coordinator. This process must be completed successfully by the time grades are submitted at the end of the semester.

\_\_\_\_\_ I understand that as a nursing student I may be denied readmission to the course I failed/withdrew/interrupted if I do not have a BSCC GPA of 2.0 & have not audited the Med./Surg. class prior to the readmit semester and received a grade of “C” in the audited course. (Current BSCC Catalog & Nursing Policy Handbook)

\_\_\_\_\_ I understand I may **NOT** represent myself as a nursing student or engage in client care as a nursing student, except as part of an assigned, planned learning activity in a clinical practice setting integral to the curriculum of the Beville State Community College Nursing Program. By representing myself as a nursing student outside structured clinical assignments, I understand that I am jeopardizing my continuation in this nursing program. Should such activities be discovered, I fully understand that I will be immediately withdrawn from the nursing program.

\_\_\_\_\_ I agree that I have been given a copy of **LICENSURE INFORMATION** for the ABON (Alabama Board of Nursing), and I understand that completion of this academic program in no way assures me of my eligibility to write the NCLEX exam or to obtain ABON licensure.

\_\_\_\_\_ I agree that I have been provided a copy of the *Essential Functions* for the Nursing Program students.

\_\_\_\_\_ I understand that I am expected to function within the scope of practice as defined by the current ABON Nurse Practice Act.

\_\_\_\_\_ I understand that I must maintain all clients’ confidentiality. If I fail to maintain confidentiality, I will be immediately dismissed from the Nursing Program with no Health Science program readmission. (HIPAA policy included in the Nursing Policy handout/packet @ initial Nursing Program Orientation).



**Bevill State Community College  
Associate Degree Nursing**

**Clinical Nursing Skills – NUR 102**

**Please initial each line to indicate your agreement/understanding.**

- \_\_\_\_\_ **I understand that three (3) tardies to assigned lab will be recorded as one absence.**
  
- \_\_\_\_\_ **I acknowledge that each skill check off will be timed and that an unsatisfactory will be given for failure to perform skill in the prescribed time.**
  
- \_\_\_\_\_ **I understand that three (3) unsatisfactory marks will constitute failure in NUR 102.**
  
- \_\_\_\_\_ **I acknowledge that a missed check off time will be considered as a missed lab day.**
  
- \_\_\_\_\_ **I understand that I am responsible to purchase my own personal supply kit from campus bookstore.**
  
- \_\_\_\_\_ **I understand I will be placed at the end of the check off list/line if I am tardy to my assigned check off appointment.**
  
- \_\_\_\_\_ **I acknowledge that I will be allowed to check off for a skill when I provide my lab instructor (prior to my check off appointment) with: the completed skills card, check off sheet and appropriate supplies needed to check off on the media assigned skill.**
  
- \_\_\_\_\_ **I understand there will be videos, CD lessons, etc. assigned for each skill. The media requirement sheet will provide documentation of my completion of this media lesson.**
  
- \_\_\_\_\_ **I understand appropriate attire is required in the clinical lab area. The clinical/lab instructor is responsible for communicating the dress code required in lab.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BEVILL STATE COMMUNITY COLLEGE  
HEALTH SCIENCE DEPARTMENT**

**DOCUMENTATION OF CONFERENCE FORM**

**DATE:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_

**FACULTY NAME:** \_\_\_\_\_

**SUBJECT OF CONFERENCE & GENERAL DISCUSSION:**

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**RECOMMENDATION / CONCLUSIONS:**

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**COMMENTS / RESPONSE BY THE STUDENT:**

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\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**FACULTY SIGNATURE**

\_\_\_\_\_  
**DATE**

**Bevill State Community College – Clinical Skills Check-Off Sheet**

**Student Name:** \_\_\_\_\_ **Program:** \_\_\_LPN \_\_\_RN \_\_\_LPN to RN Mobility

<b>Skill</b>	<b>Pass Date</b>	<b>Fail Date</b>	<b>Pass Date</b>	<b>Fail Date</b>	<b>Pass Date</b>	<b>Fail Date</b>	<b>Skill to be Repeated</b>	<b>Comments &amp; Instructor Ini.</b>
<b>Hand Washing/Non-sterile Glove: 5 min</b>								
<b>Standard Precautions/Isolation Techniques: 10 min</b>								
<b>Body Mechanics: 5 min</b>								
<b>Wound Care/Sterile Dressing, Sterile Gloves/Wound Cultures, Hot &amp; Cold: 20 min</b>								
<b>Bed bath, Bedmaking, Draping, Perineal care, Oral hygiene, Hair, Nail care, Foot care: 1 hour</b>								
<b>Vital Signs: 10 min</b>								
<b>Trach Suctioning/Trach Care/O2 Therapy/Chest Tubes/Specimen Collection: 30 min</b>								
<b>Nasogastric Tube Insertion, irrigation, specimen collection, I&amp;O: 15 min</b>								
<b>Glucose Monitoring: 5 min</b>								
<b>Urinary Caths, Cath care, irrigation, specimens: 30 min</b>								
<b>Ostomy/Bedpans/Urinals/Enemas Specimens: 10 min</b>								
<b>ROM/Positioning/Transfer, Restraints: 15 min</b>								
<b>Medication Administration, PO, SQ, ID, IM: 15 min</b>								
<b>IV insertion, tubing, dressing: 10 min</b>								
<b>IV push, piggybacks, saline locks: 10 min</b>								
<b>Central lines</b>								
<b>Denver Development</b>								
<b>Post Mortem Paper</b>								
<b>Assessment-Skin, Hair, Nails</b>								
<b>Assessment-Lymphatics</b>								
<b>Assessment-Head &amp; Neck</b>								
<b>Assessment-Neurologic System</b>								
<b>Assessment-Heart &amp; Peripheral</b>								
<b>Assessment-Nose, Parasinues, Mouth &amp; Oropharynx</b>								
<b>Assessment-Ears &amp; Auditory</b>								
<b>Assessment-Eyes &amp; Visual</b>								
<b>Assessment-Lungs</b>								
<b>Assessment-Abdomen &amp; GI</b>								

