



BEVILL STATE COMMUNITY COLLEGE

Student Nursing Handbook

2022 - 2023

June 22, 2022

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APPENDICES (Sign and Submit to Division Chair)

1. BSCC Student Information Form
2. BSCC HIPPA Confidentiality Acknowledgment Statement
3. BSCC Nursing Program Policies Student Acknowledgment Statement Form
4. BSCC Student Drug and Alcohol Drug Screening Policy
5. BSCC Authorization for Release of Results of Criminal Background Screening
6. BSCC At Risk Policy

Introduction

On behalf of the faculty, staff, and nursing administration, welcome to Bevill State Community College's Nursing Program. We are all delighted to have you join us to complete your college education experience.

The student handbook supports the policies of Bevill State Community College (BSCC) as stated in the college catalog with additional information for policies specific of Bevill State Community College's Nursing Department. Nursing students are obligated to follow the policies of the handbook as well as published in the BSCC catalog.

Nursing students are responsible for reading and adhering to the policies in this handbook. This handbook is applicable to each nursing course throughout the curriculum. Any concerns that a student may have with the handbook may be addressed with the nursing faculty or nursing administration. Any revisions or addendums to the handbook will be publicized for students and become effective at the time of posting. We warmly welcome you to our program.

Nondiscrimination policy

It is the policy of the Alabama Community College System, its Board of Trustees, and Bevill State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, disability, sex, religion, creed, national origin, or age, or any other protected class as defined by state and federal law. This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Inquiries regarding compliance with these statutes may be directed to the Title IX Senior Coordinator, at 1411 Indiana Avenue, Jasper, Alabama, 35501.

Accreditation and Governing Agencies

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing.

Alabama Board of Nursing

PO Box 303900

Montgomery, AL 36130-3900

www.abn.alabama.gov

The Associate Degree Nursing Program and Practical Program at Bevill State Community College are accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE Suite 1400

Atlanta, GA 30326

www.acenursing.org

T: (404) 975-5000

ALABAMA COMMUNITY COLLEGE SYSTEM
NURSING PROGRAM OUTCOMES

1. Performance on Licensure Exam

The most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

2. Program Completion

Program completion rates are calculated for students that complete the program on-time which begins with the first day of the first nursing course and ends with course completion for required certificate, diploma, or degree (ACEN definition).

PN Program begins in NUR 112

ADN Program begins in NUR 209 for mobility students or NUR 211 for traditional students

3. Job Placement

Each program will determine the job placement rate based on the program's demographics. Job Placement is defined as the Percentage of graduates employed in a position for which a nursing program prepared them.

4. Graduate and Employer Surveys

Graduate and employer surveys are not mandated. Programs may continue to use the surveys as additional tools for assessing and evaluating program outcomes.

**ALABAMA COMMUNITY COLLEGE SYSTEM
NURSING PROGRAM MISSION/PHILOSOPHY
CONCEPT BASED CURRICULUM**

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

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

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

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

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

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

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

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

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

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

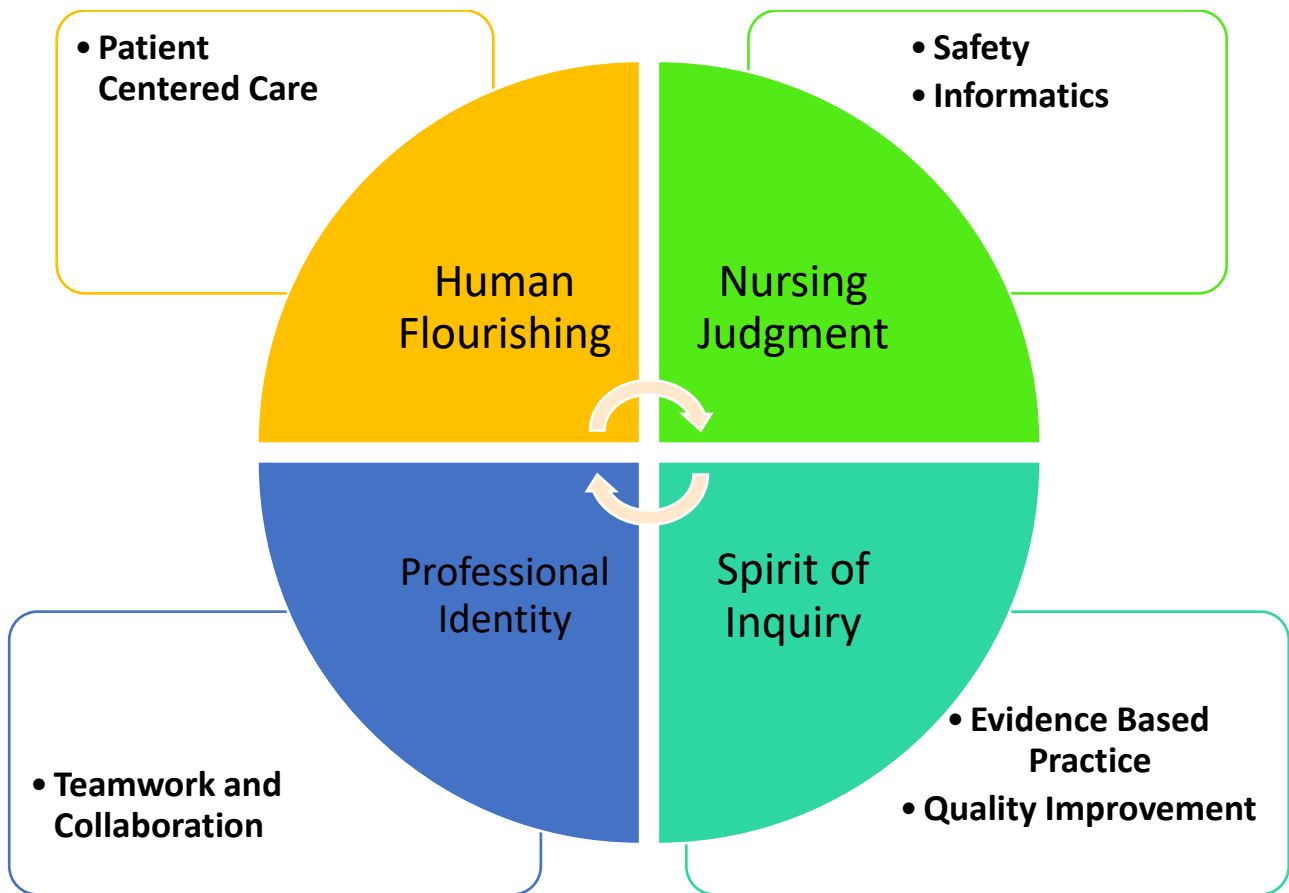
Professional Identity- Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN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

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

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

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

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 to in an ever changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

ACCS Nursing Concept Based Curriculum (Feb 17, 2016)

	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 and 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
Total	6	6	2	4	3	9	11	19
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	66	106

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

**BEVILL STATE COMMUNITY COLLEGE
NURSING PROGRAM INFORMATION
NURSING MOBILITY: LPN & Paramedic to ADN**

ADVISING CHECKLIST

<u>Required Pre-requisite Classes</u>	<u>Credit</u>	<u>Date</u>	<u>Grade</u>
BIO 201 Human Anatomy & Physiology I	4	_____	_____
MTH 100 Intermediate College Algebra	3	_____	_____
ENG 101 English Composition	3	_____	_____
BIO 202 Human Anatomy & Physiology II	4	_____	_____
PSY 210 Human Growth & Development	3	_____	_____
SPH 106 or 107 Speech	3	_____	_____

NOTE: Proof of unencumbered LPN licensure (Alabama or Multistate licensure (MSL)) or active, unencumbered Alabama Paramedic licensure at the time of application.

Non-nursing applicants must provide a current nurse aide certification with certification within the past 24 months.

First Semester

ORI 107 Student Survival Skills	1	_____	_____
NUR 209 – Concepts for Healthcare Transition	<u>10</u>	_____	_____
Total Credits	10-11		

Second Semester

BIO 220 Microbiology	4	_____	_____
NUR 211 Advanced Nursing Concepts	<u>7</u>	_____	_____
Total Credits	11		

Third Semester

HUM Elective _____	3	_____	_____
NUR 221 Advanced Based Clinical Reasoning	<u>7</u>	_____	_____
Total Credits	10		

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

LPN to RN students completing the standardized statewide Concept Based Practical Nursing Curriculum from a college inside the Alabama Community College System (ACCS) who have graduated within one academic year of start of the mobility program are waived from taking NUR 209. These students will enter the nursing program at NUR 211. (In order to receive a diploma from Beville State Community College, students must complete at least 25 percent of the credit hours required for the degree/certificate at Beville State)

Progression:

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

** Alabama Department of Public Health (ADPH) Certified Nurse Aide Registry (<https://dph1/adph.state.al.us/NurseAideRegistry/>)

BEVIL STATE COMMUNITY COLLEGE CONCEPT BASED CURRICULUM

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

Human Flourishing

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

Nursing Judgement

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

Professional Identity

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

Spirit of Inquiry

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

Patient-Centered Care

Advocate for the patient and family in the provision of compassion and coordinated care to support the health, safety, and well-being of patients and families.

Informatics

Incorporate information and technology within own scope of practice to support safe processes of care.

Safety

Demonstrate the effective use of strategies to reduce risk of harm to self or others.

Teamwork and Collaboration

Function competently within own scope of practice as a member of the health care team.

Quality Improvement

Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care.

Evidence-Based Practice

Implement evidence-based practice in the provision of individualized health care.

BEVIL STATE COMMUNITY COLLEGE CONCEPT BASED CURRICULUM

Associate Degree Nursing End-of-Program Student Learning Outcomes/Graduate Competencies

Human Flourishing

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

Nursing Judgement

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

Professional Identity

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

Spirit of Inquiry

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

Patient-Centered Care

Distinguish the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).

Informatics

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

Safety

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

Teamwork and Collaboration

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

Quality Improvement

Assimilate data to monitor the outcomes of care processes and methods to design and validate changes for improvement in the quality and safety of health care systems (QSEN, 2012).

Evidence-Based Practice

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

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:

APPROPRIATE FACULTY MEMBER

If problem is not resolved at this level then make an appointment with the,

COURSE COORDINATOR.

If problem is not resolved at this level then make an appointment with the,

CAMPUS NURSING DIVISION CHAIR

If problem is not resolved at this level then make an appointment with the,

College-wide Nursing Program Coordinator - Dr. Kim Eddy

College-wide Director of Health Sciences - Dr. Reitha Cabaniss

ELECTRONIC DEVICES

NO telecommunication devices (cellphones, smart watches, tablets, wireless earbuds, etc.) will be allowed in the clinical area. In case of emergency, the Nursing office may be notified & message delivered.

Instructors and staff may limit student use of electronic devices such as cell phones, cameras, laptop computers, tablets, wireless earbuds, smart watches, where such devices might interfere with the normal activity of the College. Students may use electronic devices to record class lectures with the permission of the instructor.

Appropriate professional student and faculty boundaries require the use of College email, Canvas and/or College phone numbers to contact nursing faculty. College nursing faculty will respond to my email and/or phone calls during College business hours.

SOCIAL NETWORKING

Nursing students have an obligation to follow appropriate guidelines of social media etiquette at all times. (refer to Principles of Social Networking statement & BSCC College Policy). Patient information should not be discussed with anyone except clinical personnel, nursing program faculty and other students in the learning environment. Nursing students are expected to be respectful with fellow students, faculty and the public and **NEVER** post patient information on any social media site.

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/POI's 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. Tardiness three times will 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)

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.

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 MAY 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 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.
- f. All assigned skills, if any, must be passed in order for a student to pass nursing course and progress to next nursing course. See laboratory modules/cover sheets for the specific criteria to be measured. An assignment completion date will be announced by each course leader in class or via CANVAS. Students accept responsibility for attending all classes and doing any work the instructor may prescribe.

GRADES:

- a. Grades from each exam will be posted only on CANVAS. If student is not registered for the course or is not showing up on the course roll the grade will not be posted until this is corrected.
- 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 WITH THE NURSING DEPARTMENT

Copy of current American Heart Association CPR Certification Card (BLS Provider)

Payment for Liability Insurance fee at registration associated with registration for NUR 112, NUR 209 &/or NUR 211.

Physical examination form completed by a healthcare provider/DO/physician assistant/or CRNP

A 2-step TB Skin test or QuantiFERON TB Gold blood test OR T-SPOT blood test is required for admission to nursing program. After 1 year a TB (PPD) skin test OR QuantiFERON-TB Gold blood test OR T-SPOT blood test is required for subsequent years.

Documented evidence of 3 Hepatitis B Vaccination (Series of 3) **OR** titer indicating laboratory evidence of immunity

Documented of 2 MMR Immunization vaccinations on or after the first birthday **OR** titer indicating laboratory evidence of immunity to **ALL THREE** components. If your titer is equivocal or negative, you must receive a booster vaccination.

Documented evidence of 1 Tdap vaccination within the last 10 years. Must be Tdap; other vaccinations (such as Td or DTap are **NOT** accepted.

Documented evidence of 2 Varicella vaccinations **OR** Titer indicating laboratory evidence of immunity

Annual flu vaccine.

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. Non-negative DRUG SCREEN TEST or BACKGROUND CHECK**(A GRADE OF "F" WILL 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, "F" will be entered on the student's transcript and will be computed as an "F" for both hours and quality points. Students receiving "F" for this reason will not be eligible for readmission into the nursing programs or any other Health Science program at BSCC.
- e. A calculation exam at 100% accuracy may be/will be required at the beginning of each new clinical semester of the curriculum.

CLINICAL SIMULATION LAB:

- a. The student must come to the simulation lab prepared to participate in assigned simulation. If a student comes to the simulation lab unprepared to give safe, competent care, the instructor will require the student to leave the clinical area and the student will receive "0's" for clinical performance areas (Nursing Student Simulation Evaluation and Nursing Student Clinical Evaluation Med-Surg form, Nursing Student Clinical Evaluation Maternal (OB) form).
- b. Students who have mandatory simulation for their course will be awarded clinical hours. Each clinical simulation lab hour is equal to two clinical hours. Up to 20% of clinical time may be utilized as simulation. Students will be awarded 4 – 6 clinical hours in respective courses.
- c. The simulated clinical experience is scored using the Nursing Student Simulation Evaluation and the score is totaled using the appropriate (OB, Med-Surg) clinical Evaluation tool. The areas evaluated will be: arrives on time, professional appearance, preparation assignment, active participation: simulation, active participation: debriefing, professional behavior.

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, SMELLING OF CIGARETTE SMOKE 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 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 approved by the nursing faculty and facility.

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, non-permeable in solid colors of white, black or Gray; 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. Scrubs must be covered by a buttoned lab coat when worn outside a Surgical or Intrapartum area.

- 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!! False eyelashes are prohibited.
- 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. Students must wear a white colored undershirt under the uniform.

CLINICAL PAPERWORK/ PLANS OF CARE:

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. **A 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 physical examination form to the Nursing Department on admission to the program. This includes providing documentation of all required immunizations by noted deadline. Failure to adhere will not allow students to attend clinical. 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 PROOF OF STUDENT'S MEDICAL RELEASE TO RESUME CLINICAL.

The nursing faculty will require students to provide written proof of the student's ability to perform nursing skills and therapeutic communication skills after an extended illness, surgery, pregnancy, etc. prior to returning to clinical.

DRUG SCREEN POLICY:

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible. Bevill State Community College must certify to clinical agencies where students practice that each student has a negative drug screen. This includes preclinical drug screening, random drug screening, and reasonable suspicion drug testing. Fees for all drug and alcohol screening/testing must be paid by the student.

A “non-negative” drug screen/test will result in immediate dismissal from the program enrolled without grounds for appeal. If a student requests a split sample retest his/her dismissal will be held abeyance pending the results of the split sample retest.

BACKGROUND SCREENING:

Healthcare educational programs within the Alabama Community College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. **Certain clinical facilities utilized by the BSCC Health Science programs require criminal background checks/affidavit and copies of the background information declaring 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 by BSCC.

COVID-19 3rd Party affiliates:

COVID-19 Vaccination: HEALTH SCIENCES STUDENTS (VACCINE NOTICE FOR CLINICALS)

Please be advised that the College's third-party clinical affiliates may have different requirements than the College as it relates to the COVID-19 vaccine. The College strongly encourages all students to be vaccinated for COVID-19, but it is not mandatory for attendance. However, third-party health sciences affiliates who partner with the College (i.e., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum. The

College has no control over policies mandated by these clinical affiliates. The College is not requiring vaccination or proof of vaccination, but its third-party clinical affiliates might. The College wants to notify you that if you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses which require clinicals.

Please note that healthcare facilities sometimes allow certain medical and religious exemptions relative to COVID-19 vaccination mandates. To apply for such exemption, a student would be required to provide the appropriate form for review and consideration by the clinical affiliates. If an exemption is not granted to the student by the clinical affiliate, the student will be required to adhere to the facility COVID-19 protocols which may include full vaccination, or the student will not be permitted to participate in the clinical experiences provided at that facility.

While the College will attempt to work to accommodate students who assert their rights under Alabama Act 2021-493, the College cannot guarantee that other clinical experiences will be available or available without similar vaccination requirements, and if this occurs, your ability to successfully complete the course may be unavoidable. On-site clinical experience is an important and invaluable component of your health sciences education. Our goal is to provide the best health educational opportunities available that will prepare you for success in your future career. If have not been vaccinated for COVID-19, please consider the potential educational and community impact in making your decision.

Students in health sciences may be asked to provide information about vaccinations to coordinate clinical experiences during the semester. We appreciate your cooperation and look forward to a rewarding and successful academic year.

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)**. Students will not be eligible for readmission to nursing or any other health science program offered at Beville State Community College.

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 Bevill 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.

SOCIAL MEDIA POLICY - Bevill State Community College Policy

It shall be the policy of Bevill State Community College to use social media to educate, inform, and collaborate with its students, staff, faculty, stakeholders, and members of the communities it serves. Bevill State expects its employees and students to be honest, respectful, and transparent in their social media communication as they would be in person and to respect privacy, confidentiality, and copyright laws. Posted content on the college's social media sites should always be accurate, concise, student-oriented, sensitive to diverse audiences, and respectful of the college and its constituents. Individuals engaging in and communicating through official Bevill State social media outlets must agree to respect the terms of the College's social media policy and must understand that Bevill State officials have the right to remove any content that is deemed offensive, profane, inappropriate, of a threatening nature, or can be construed as a defamation of character. Bevill State reserves the right to block any individual who violates these guidelines. Bevill State is not responsible for posts or comments made by visitors using its social media outlets. Abusive content posted by visitors to Bevill State's social media outlets should be reported to the Public Relations Office immediately. Concerns about any content posted on any official social media outlet of the College should also be reported to the Public Relations Office. Because technology and terms associated with social media change and evolve continuously, this policy may be updated with additional guidelines related to the management and implantation of the College's social media efforts as needed. Such changes will be published as quickly as possible.

Student Guidance for Participating in Social Media

All Students of Bevill State Community College should understand that all postings through the College's social media are public and are expected to follow acceptable behavior and comply with Alabama law, Alabama Community College System policies, and policies outlined in the Bevill State Student Handbook located in the College's Catalog. Officially recognized student organizations are encouraged to develop a social media presence. Since these organizations are affiliated with the college, these social media activities should comply with all college policies found in the Catalog. College organizations seeking to have a social media presence should make a written request to the Dean of Students. The Dean of Students will approve requests. Maintenance and content development of the approved social media sites will be the responsibility of the student organizations. Abusive content posted to Bevill State's social media outlets, or violations of the College's Social Media Policy should be reported immediately. Any student who believes that he or she

has been treated unfairly or unjustly with regards to social media, should report it as outlined in the College's Student Grievance Policy.

The National Council of State Boards of Nursing has a document: A Nurse's Guide to the Use of Social Media which can be accessed at https://www.ncsbn.org/NCSBN_SocialMedia.pdf A nurse must understand and apply appropriate these guidelines for the use of social media.

The following guidelines are intended to minimize the risks of using social media:

- Never save patient sensitive information, with identifying the information, on your personal computer or other electronic device.
- E-mail or texting correspondence with faculty should be treated confidentially and should not include patient identifying information.
- Never transmit any patient-related information or images through social media. Do not take pictures or videos of patients with cell phones or other personal devices.
- Limiting access through privacy settings is not sufficient. 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 patient privacy and confidentiality at all times.
- **Report breaches of confidentiality or privacy to the nursing instructor.**

Disciplinary action to be taken in the case of social media misconduct will range from:

1. Written reprimand and counseling by the instructor
2. Written reprimand, counseling by the instructor, and probation for the remainder of the program.
3. Immediate dismissal from the Nursing program (any unintentional or intentional HIPAA violation)

REINSTATEMENT TO NURSING PROGRAM

A Nursing Reinstatement Application is located on the college website, under Programs, Nursing. Reinstatement to BSCC nursing program is allowed ONE time. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will NOT be allowed reinstatement to the nursing program.

The reinstatement application and letter of intent should be submitted to the appropriate campus Nursing Division Chair. Reinstatement is not guaranteed due to limitations in clinical and/or classroom space. Reinstatement is contingent upon a majority vote by the admissions committee.

The following policies apply to reinstatement requests:

- a) All nursing program admission standards must be met at time of reinstatement.
- b) Students must have a 2.0 cumulative Beville State GPA to be considered for reinstatement
- c) A minimum of 2.5 GPA is required on a 4.0 scale based on the required nursing academic core courses. The core college courses are English Composition 1, Intermediate College Algebra, Anatomy & Physiology

I, Anatomy and Physiology II, Microbiology, Human Growth & Development, Speech and a Humanities Elective (Art or Music Appreciation, Philosophy, Ethics, Religion, or a foreign language)

d) CPR, TB skin tests, Hepatitis B vaccination, and Flu vaccination (September – March) must be updated and submitted with this application.

e) A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. A current background screening (within one year) will be required or updated as part of the reinstatement process.

f) Reinstatement to the BSCC Nursing Program will only be allowed ONE time.

g) Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will NOT be allowed reinstatement to the nursing program.

h) I understand that completion of this application does not in itself grant reinstatement to the Nursing Program. A student may be reinstated to the nursing program one time. Requests for reinstatement at another program location will be prioritized for students who previously attended that location. Priority is given to students requesting reinstatement based on the one-year expiration of reinstatement eligibility and clinical availability. Reinstatement is not guaranteed due to limitations in clinical and/or classroom space. All information must be submitted by the appropriate deadline or the application will be considered incomplete. It is recommended that applicants check with the Office of Student Services to confirm registration status and confirm all transcripts are on file and up-to-date.

**BEVILL STATE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

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. Coronavirus (COVID-19)
2. Hepatitis A, B, and/or C
3. HIV Positive Serology
4. Acquired Immune Deficiency Syndrome (AIDS)
5. Chickenpox or Shingles
6. Measles (Rubeola)
7. German Measles (Rubella)
8. Mumps
9. Tuberculosis
10. Staph. Aureas and/or MRSA
11. Influenza
12. COVID-19

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. A student with an infectious disease must report it to the course coordinator/program director.
3. 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.
4. A medical statement from a physician/primary healthcare provider will be required when necessary to confirm a student's physical ability/inability 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.
5. Laboratories/Clinical sites 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.

6. At all times the requirements of affiliated clinical agencies for faculty and students with infectious disease shall be followed. Vaccinations/screening will be carried out based on requirements for clinical agency affiliation agreements.
7. Students, faculty, and staff will be required not to return to the college premises if they exhibit symptoms of COVID -19. The College will modify safety guidelines according to current health regulations as required. The most current information is available on Beville State Community College's response to coronavirus (COVID-19), go to www.bscc.edu/coronavirus

PRECAUTIONS FOR CONTAMINATED SUBSTANCES/OBJECTS:

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. Perform "hand Hygiene" 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. Additionally, wear gown, mask and eye covering when performing

procedures where aerosolization or splattering are likely to occur, wound irrigation, endotracheal intubation, bronchoscopy, endoscopy, and high speed centrifugations, etc.

7. Clean up spills of blood or body fluids immediately with a facility approved disinfectant.
8. As appropriate, follow additional guidelines in effect for any affiliated agency when assigned to the agency.

PROCEDURE FOR REPORTING POTENTIAL EXPOSURE:

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 (see Critical Incident Protocol). The appropriate Program Director / Nursing Division Chair/Associate Dean shall be responsible for assessing the situation and recommending action.

In all cases, the policy and procedure of the clinical agency shall be followed when an incident occurs in that agency.

**BEVILL STATE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
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 Program Director/Nursing Division Chair on the attached form.

ALL INCIDENTS MUST BE REPORTED BY THE CLINICAL INSTRUCTOR TO THE NURSING DIVISION CHAIR/PROGRAM DIRECTOR AS SOON AS PRACTICAL WITH A WRITTEN FOLLOW-UP REPORT WITHIN 24 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.

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.

**BEVILL STATE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

CRITICAL INCIDENT REPORT FORM

NAME: _____ **DATE:** _____

Description of Incident: _____

Action Taken: _____

Location: _____

To Whom Reported: _____

DISPOSITION OF INCIDENT: _____

Student's Signature

Instructor's Signature

**BEVIL STATE COMMUNITY COLLEGE
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

Regulatory Questions for Initial Exam Applicants

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? A 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?

Updated by ABON 2/2010

**BEVILL STATE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

HIPAA Policy

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 include provisions that protect the security and confidentiality of health information.

Any information communicated by a patient to a health care provider is considered privileged communication, which means it is private. Any information obtained by a health care student/worker by any means, i.e. via electronic form, written form, observation, etc. is considered confidential.

A breach of confidentiality occurs when patient information is disclosed to others who do not have a right to access the information. Disclosure of private patient information to unauthorized individuals is a violation of the federal law – HIPAA.

It is a violation of HIPAA to access patient information outside your scope of work as a student.

You will be required to complete more indepth HIPAA training as part of your clinical orientation. By signing below, you are acknowledging understanding of the basics of HIPAA confidentiality and agreeing to abide by HIPAA privacy rules by maintaining confidentiality in regard to patient information you have access to in on campus and clinical settings.

Student's Printed Name

Student's Signature

Student "A" ID Number

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/clinical instructor shall contact the appropriate administrator of nursing service or nurse manager 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 appropriate remediation related to the medication error as determined by the course coordinator or campus division chair 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 Division Chair’s office or designee. This Calculation exam must be taken & must be passed at 100%. The test must be taken and passed before the student returns to **any** clinical assignment. If student is unsuccessful with passing this test a clinical unsatisfactory grade of “0” will be recorded for that clinical day.

**BEVILL STATE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

STUDENT DRUG AND ALCOHOL SCREEN POLICY

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible. Bevill State Community College must certify to clinical agencies where students practice that each student has a negative drug screen. This includes preclinical drug screening, random drug screening, and reasonable suspicion drug testing. Fees for all drug and alcohol screening/testing must be paid by the student.

I. PRE-CLINICAL SCREENING

1. Health Science students must sign policy and consent forms for drug and alcohol screenings.
2. Health Science Programs will maintain signed consent forms for drug and alcohol screening from each student.
3. Drug screening will be scheduled and conducted by a certified laboratory selected by the College. Students are responsible for payment of drug testing fees. Drug screening by any other laboratory will not be accepted.
4. Any student failing to report for screening at the designated time and place must complete testing by 5 PM central time the following day.
5. Failure to complete the drug screening as required by the College Health Science Programs shall prohibit the student from continuing in the program in which they are enrolled.
6. “Non-negative” drug screens will be confirmed by a certified Medical Review Officer.
7. Results of drug screening will be sent directly to the Director of Health Sciences or designee.
8. “Non-negative” drug confirmation will result in the student being immediately withdrawn from the Health Science Program in which they are enrolled. A grade of "F" will be given for all nursing courses being taken at that time.
9. A student who is unable to complete the clinical component of required courses due to a “non-negative” drug screen will be ineligible for re-admission for a period of two years from the date of dismissal.

10. If a student drug screen is “non-negative, the student will contact the Program Coordinator and/or Chair. If a student wishes to pursue a retest of the initial sample, the student will contact the Medical Review Officer and follow the procedure for split specimen retesting as stipulated by the Medical Review Officer. The student will also contact the program director and/or chair to advise them that a retest of the initial sample has been requested. The student is responsible for any costs associated with the retesting procedure. Once the student obtains the results of the retested initial sample, the student should contact the Program Coordinator and/or Chair. The student may remain in class or lab during this retesting process but may **NOT** attend clinical.
11. If for any reason a test is cancelled, the student will submit to an additional test by request of the school designated official. Cost for the additional test is the responsibility of the student.

II. RANDOM TESTING

Random Testing will be spread-out reasonably through the school calendar year and conducted without advance notice. Each random selection listing will be generated by a computerized method. Students will be required to report to the designated onsite collection area or collection site for testing immediately following notification. Cost of the random test is the responsibility of the student.

III. REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as, but not limited to, the following:

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

8. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs or alcohol while enrolled in any health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory. The faculty should contact the Nursing Program Coordinator, Nursing Division Chair and/or Director of Health Sciences immediately regarding any suspicious behavior. If after consultation it is determined that there is "reasonable suspicion", the student will be tested. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student will be immediately dismissed from the program. A grade of "F" will be given for all nursing courses being taken at that time. If for any reason a test is cancelled, the student will submit to an additional test by request of the school designated official. Cost of the drug test is the responsibility of the student.

IV. STUDENT DRUG SCREENING PROCEDURE

Urine Specimen Collection

1. The collector begins the collection without delay.
2. The collector requests the donor positive identification.
3. The collector explains basic collection procedures / instructions on back of CCF.
4. The collector ensures information on CCF (lab, employer, MRO, specimen ID).
5. The collector asks the donor to remove any unnecessary outer clothing.
6. The collector directs the donor to empty his/her pockets.
7. The collector instructs the donor to wash and dry his or her hands.
8. The collector selects the collection kit.
9. The collector then breaks the seal of the kit.
10. Donor will need to provide a specimen of at least 45 mL, not to flush the toilet, and return with the specimen as soon as possible after completing the void.
11. The collector must check the temperature of the specimen, check the specimen volume, and inspect the specimen for adulteration or substitution. The collector then completes Step 2.
12. The collector unwraps or opens the specimen bottles.
13. The collector, not the donor, then pours at least 30 mL in "A" bottle.
14. The collector, not the donor, then pours at least 15 mL in "B" bottle
15. The collector, not the donor, places seals on both bottles ("A" on primary bottle/30 mL and "B" on second bottle/15 mL).
16. The collector, not the donor, writes the date on the seals.
17. The donor is then requested to initial the seals.
18. Donor reads and completes the certification statement.
19. The collector completes the collector's portion of CCF.
20. The collector then ensures that all copies of the CCF are legible and complete.

21. The collector removes a copy of the CCF to the donor.
22. The collector places specimen bottles and copy of CCF inside bag and seals.
23. Donor can wash his or her hands.
24. The collector and donor go back in restroom, re-inspect, and discard urine.
25. Donor can leave at this time
26. The collector places specimen in designated area for courier pick up
27. The collector then sends Copy 2 of the CCF to the MRO and Copy 4 to the DER.

The collection process is now complete.

V. CONFIDENTIALITY

The Director of Health Sciences, or designee will receive all test results which will be secured by the College. Confidentiality of test results will be maintained with only the Director or designee, and the student having access to the results with the exception of legal actions that require access to test results.

VI. PROGRAM/CLINICAL AGENCY REQUIREMENTS

Students will be required to comply with screening which will satisfy any program or requirement established by any health care facility with whom the college contracts for clinical experiences, whether preclinical drug screening, random drug screening, incident related screening, and/or reasonable suspicion screening.

VII. PROGRAM DISMISSAL

A “non-negative” drug screen/test will result in immediate dismissal from the program enrolled without grounds for appeal. If a student requests a split sample retest his/her dismissal will be held abeyance pending the results of the split sample retest.

**BEVILL STATE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

BACKGROUND SCREENING 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 will be dismissed from the program.**

I. Licensure Implications

Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications

II. Guidelines

Background checks will be conducted according to the following guidelines:

1. A background check will be required prior to or during enrollment in the health science program.
2. The cost of the background check will be the responsibility of the student.
3. Failure to pay appropriate fees and to consent to the background screening by the published deadline will prohibit the student from continuing in any health science program.
4. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. **Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.**
6. The background checks will be conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). **Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.**

7. If the student has a positive background check and is not allowed by the clinical affiliates to participate in clinical learning experiences, **the student will receive an “F” for the course and will be ineligible for admission or readmission to any health science program at BSCC.**
8. The background check includes, but is not limited to:
 - a. **Social Security Trace-** Searches a commercial database that compares the provided Social Security Number against credit headers and public records data. The report may locate 0possible alternative names or addresses associated with the SSN for the purpose of identifying those jurisdictions in which to conduct further research. (Note: The SSN Trace is not conducted through the Social Security Administration and cannot be used as the basis for any employment decision or confirmation of identity.
 - b. **Unlimited County -** Searches county judicial criminal records. Reports felony and misdemeanor convictions and pending cases within the last 7 years.
 - c. **Statewide Criminal Search -** Searches statewide judicial or law enforcement repositories. Reports felony and misdemeanor convictions and pending cases within the last 7 years. Additional years searched are available per client contract and subject to state reporting laws. Information reported generally consists of an offense date, nature of offense, type of crime, disposition date, and current status. Customer will pay any state-imposed fees. NOTE: ESS maintains guidelines concerning accuracy, timeliness and thoroughness of the statewide repositories. Due to these standards, not every state will be offered.
 - d. **ESS Sanctions Complete-** Sanctions Essential searches a variety of databases maintained by federal and state agencies regarding sanctions imposed on healthcare workers. Such sanctions can include exclusions, licensure terminations, suspensions, revocations, probations, debarments, & etc., within the last 7 years, subject to legal limitations. Sources searched include OIG, GSA, HHS, state Medicaid exclusion sources, state abuse registries, state disciplinary sources and other federal sources.
 - e. **National Sex Offender Registry Search-** Searches the National Sex Offender Public Website hosted by the U.S. Department of Justice and reports sex-related criminal convictions within the last 7 years, subject to legal limitations. Typically, reported information includes the full name of the offender, classification of the offense and the offender’s last known address; however, since the criminal history information is supplied by the various states, the level of detail about offenders may vary.
9. The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.

10. The student will be provided a copy of background check report.
11. Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s). **In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.**

III. Confidentiality

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

Student's Printed Name	Student's Signature
Student "A" ID Number	Date
Witness (College Designee)	Date

**BEVILL STATE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

**AUTHORIZATION FOR RELEASE OF RESULTS OF
CRIMINAL BACKGROUND CHECK**

I hereby authorize without reservation Bevill State Community College and its employees to release disclose or otherwise communicate the results of my criminal background check to any clinical agency or facility being utilized by Bevill State in any allied health program for the provision of clinical experiences to its students.

Student's Printed Name

Student's Signature

Student "A" ID Number

Date

BEVILL STATE COMMUNITY COLLEGE

ATI Program Policy (2021-2022)

Revised May 2022

ATI Assignments

Various theory and/or laboratory assignments are required throughout the semester. All assignments must be completed as prescribed by the course coordinator. Failure to complete any ATI course assignment, will result in a grade reduction of 10 points from the module/unit exam or from the ATI proctored exam. Failure to complete any assignment will result in an Incomplete (I) grade for that course.

Assignment scores and time spent in each assignment must be submitted by noted due date. A score of 90% on each assigned post-test is required by the assignment due date for 100-level courses. A score of 100% on each assigned post-test is required by the assignment due date for 200-level courses. Students are required to submit a hardcopy printout or electronic submission on assigned due date showing grade and time spent in the module.

If a laboratory assignment (related to a skill) does not meet specified requirements or is not submitted by due date the student is given an unsuccessful first attempt for validation of said skill. The ATI media time requirement is a minimum of 12 clock hours by the end of the semester. Media time is determined by the students ATI transcript.

ATI Testing Preparation

Rationales for scheduled practice tests (A & B) will be turned off until after the due date for students to complete the practice exams. Practice assessments must be completed prior to scheduled ATI Proctored exam. Failure to complete assigned practice assessments will result in a grade reduction of 10 points from the ATI proctored assessment grade.

ATI Testing Policy

Administration of the assigned Proctored test(s) must be completed on the College campus as scheduled by the course coordinator. Proctored test(s) utilized to compute ATI module test grade average will be calculated from each of the student's first attempt for each assigned test(s) excluding the proctored ATI dose calculation exam(s). The proctored dose calculation exams **will not count** toward the ATI module test grade.

The ATI module test grade will be the average of the student's first attempt on each required proctored exam(s) (not including the dose calculation proctored exams) which will be recorded as the ATI unit grade for the nursing course. For a score of level 3 (or Exceeds), a grade of 90 will be recorded; for a score of level 2 (or Meets), a grade of 80 will be recorded; for a score of level 1 (Needs Improvement), a grade of 70 will be recorded; and for a score of below level 1 (does not Exceeds, Meets or Needs Improvement), a grade of 60 will be recorded.

Proctored exams that are not scored as level exams, will be scored as follows: A score of “exceeds” will receive a module grade of 90 a score of “meets” will receive a module grade of 80; and a score of “needs improvement” will receive a module grade of 70.

The Comprehensive Predictor test grade is the “Predicted Probability of Passing NCLEX” of the student’s first attempt.

Comprehensive Predictor

Each student will be required to take the ATI Comprehensive Predictor according to the ATI Test Plan. Preparation requirements for the ATI Comprehensive Predictor are outlined in the ATI Testing Preparation policy. A predictability score of 95% or greater is the required score for the ATI Comprehensive Predictor.

Students scoring less than 95% predictability on the first proctored attempt must complete a prescribed focus review utilizing ATI templates as remediation. Following the completion of assigned remediation, the student will retake the Comprehensive Predictor. If a 95% predictability is not achieved on the retake, students are highly encouraged to complete the focus review utilizing ATI templates.

- PN Comprehensive Predictor
 - A predictability score of 95% or greater is the required score for the ATI PN Comprehensive Predictor.
 - Rationales for scheduled practice tests (A & B) will be turned off until after the due date for students to complete the practice assessments. Practice exams must be completed prior to scheduled ATI PN Comprehensive Predictor. Failure to complete assigned practice assessments will result in a grade reduction of 10 points from the ATI PN Comprehensive Predictor Score.
 - Students will take the first PN Comprehensive Predictor proctored exam as scheduled.
 - Students scoring less than the 95% predictability on the first proctored attempt must complete a prescribed remediation utilizing ATI templates as outlined by the course coordinator.
 - Students will take the PN Comprehensive Predictability re-test to score at the necessary level of achievement. The number of allowed re-takes is one after the initial testing.
 - If a 95% predictability is not achieved on the retake, students are highly encouraged to complete the focus review utilizing ATI templates.
 - The Predictability Score from the **FIRST** attempt will be entered into the gradebook as a unit exam in NUR 115.
 - Virtual PN-ATI scholarships may be available for students who experience a non-progression in NUR 211 or NUR 221. Contact the Nursing Division Chair for more information.

- RN Comprehensive Predictor
 - A predictability level of 95% or greater is the required score for the ATI RN Comprehensive Predictor.
 - Rationales for scheduled practice tests (A & B) will be turned off until after the due date for students to complete the practice exams. Practice exams must be completed prior to scheduled ATI RN Comprehensive Predictor. Failure to complete assigned practice tests will result in a grade reduction of 10 points from the ATI RN Comprehensive Predictor Score.
 - Students will take the first RN Comprehensive Predictor proctored exam as scheduled.
 - Students scoring less than the 95% predictability on the first proctored attempt must complete a prescribed remediation utilizing ATI templates as outlined by the course coordinator.
 - Students will take the RN Comprehensive Predictability re-test to score at the necessary level of achievement. The number of allowed re-takes is one after the initial testing.
 - If a 95% predictability is not achieved on the retake, students are highly encouraged to complete the focus review utilizing ATI templates.
 - The Predictability Score from the **FIRST** attempt will be entered into the gradebook as a unit exam in NUR 221.
 -

The process must be completed successfully by the end of the semester.

F.The ATI Capstone and Virtual-ATI are unique resources for NCLEX-RN preparedness. This learning environment offers flexibility and accessibility to the ATI nurse educator in both the ATI Capstone and Virtual-ATI reviews. The ATI nurse educator will provide individualized remediation based on identified weaknesses as evidence by performance on ATI Capstone and Virtual-ATI assessments. Students participate in ATI Capstone and Virtual-ATI as part of the ATI Complete Partnership. Students will complete ATI Capstone in NUR211 or NUR221. Students will begin Virtual-ATI and reach the 100% mark in NUR221. Faculty strongly encourage graduates to achieve the “Greenlight” status of Virtual-ATI after graduation, yet prior to testing for NCLEX-RN.

ATI Test Plan

Faculty will provide instructions for ATI account access to products. The ATI semester testing sequence is outlined in the ATI Test Plan. Please see below.

ATI Test Plan

The ATI module test grade will be the average of the student's attempt on required exams based on the following testing schedule.

<p>NUR 112</p> <ul style="list-style-type: none"> A. Self- Assessment Inventory Web - not proctored, not for grade B. Critical Thinking Entrance - not for grade C. Dosage Calculation Fundamentals Proctored Assessment – not for grade, remediation required for students scoring <80%, no retake (only one Dosage Calculation required) 	<p>NUR 115</p> <ul style="list-style-type: none"> A. PN Comprehensive Predictor – retake required if score <95% predictability- Predictability score is an exam grade B. Nurses Touch: Informatics & Technology Proctored Assessment C. PN Management D. RN Community Health
<p>NUR 113</p> <ul style="list-style-type: none"> A. Dosage Calculation Adult Medical-Surgical Proctored Assessment – not for a grade, remediation required for students scoring <80%, no retake B. Dosage Calculation Nursing Care of Children Proctored Assessment – not for grade, remediation required for students scoring < 80%, no retake C. RN Fundamentals 	<p>NUR 211</p> <ul style="list-style-type: none"> A. Dosage Calculation Critical Care Proctored Assessment – not for grade, remediation required for students scoring <80%, no retake B. RN Mental Health C. RN Maternal Newborn D. RN Pharmacology
<p>NUR 114</p> <ul style="list-style-type: none"> A. Dosage Calculation Mental Health Proctored Assessment – not for grade, remediation required for students scoring <80%, no retake B. PN Pharmacology C. RN Nutrition 	<p>NUR 221</p> <ul style="list-style-type: none"> A. RN Leadership B. RN Adult Medical-Surgical C. RN Comprehensive Predictor - retake required if score < 95% Predictability, Predictability score is an exam grade D. Critical Thinking Exit - not for grade
<p>PN & Paramedic Mobility- NUR 209</p> <ul style="list-style-type: none"> A. Self- Assessment Inventory Web - non-proctored, not for grade B. Critical Thinking Entrance Proctored Assessment- not for grade C. Dosage Calculation Medical Surgical Proctored Assessment – not for grade, D. remediation required for students scoring <80%, no retake E. PN Comprehensive Predictor (3rd semester PN course) F. PN Pharmacology (3rd semester PN Course) G. RN Nutrition-Content Mastery (3rd semester PN Course) 	<p>**Dosage Calculation tests are considered satisfactory/unsatisfactory pre-clinical assessment. Remediation required for scores <80% on the Dosage Calculation Proctored assessments.</p>

The changes made were based on faculty input during the end of spring semester 2022 nursing college-wide meeting.

BEVILL STATE COMMUNITY COLLEGE

NURSING PROGRAM POLICY

At-Risk Policy

The Division of Nursing adapted an “At Risk Policy” for academic and clinical misconduct.

The Division of Nursing operates under the Honor Code in the academic and clinical setting, which neither permits nor tolerates misconduct. Violation may result in immediate termination from the nursing program and assigned grade of “F” for the following action:

- **Falsifying or photocopying patient records in clinical areas**
- **Cheating**
- **Falsification of student information/application**
- **HIPPA violation**
- **Dishonesty, theft, and/or other actions that constitute a violation(s) of the Bevill State non-academic misconduct code.**
- **Plagiarism with simulation preparation written tasks, care plans, and any other clinical written assignments or ATI work.**
- **Rude or abusive language/ behavior to patients, clinical agency personnel, college staff, peers and/or faculty**
 - Inappropriate conduct is not limited to the following examples:
 - ✓ Verbal threats, insults, humiliation, or name calling
 - ✓ Intimidation, isolation, destruction of property
 - ✓ Slapping, shoving, hitting
 - ✓ Excessive monitoring of social networks, stealing online passwords
 - ✓ Excessive or unwanted texts or emails
 - ✓ Sharing photo’s offensive to a reasonable person

Three “at risk incidents” is subject to the student receiving an “F” for the current semester. Examples of at risk” behavior(s) includes but are not limited to the following:

1. Violation of skills/principles learned in pervious semesters. (Example: Failure to wash hands appropriately, a breach in aseptic technique during trach care).
2. Violation of patient safety.
3. Failure to treat the patient with dignity and respect or provide privacy.
4. Violation of the Six Rights of medication administrations.
5. Failure to verify medications with clinical instructor prior to administration.
6. Performing a skill/procedure without clinical instructor’s knowledge or presence.
7. Leaving a patient without a means of communication.
8. Inappropriate or lack of appropriate verbal and nonverbal communication with patients, family, agency staff, peers, and/or instructors.
9. Inappropriate use of social media, including slander of fellow classmates, instructors, clinical facilities, or Bevill State Community College.
10. Destruction or removal of college, clinical agency resource materials or equipment.

11. Demonstrating incompetence/lack of preparation for clinical assignment.
12. Second tardy to campus lab or clinical experience.
13. Inability to perform/meet all critical clinical elements during skills evaluation in the campus lab after three check off attempts.
14. Submission of two late written assignments.
15. Violation of Uniform and Clinical Dress Code as defined in nursing program policies.
16. Violation of the communication device/cell phone policy as defined in the nursing program policies.
17. Two unsatisfactory grades (“0” or “1”) within a clinical rotation.
18. Tardiness-tardy for (3) classrooms or tardy for (2) clinical/campus labs will result in an “at risk”
19. Students may be guilty of academic misconduct either directly or indirectly through participation or assistance.

*Three “at risk” incidents during enrollment in the BSCC nursing program are grounds for an “F” for the current nursing course. Readmission to the program will be on an individual basis with consideration of the seriousness of the “at risk” behavior.

* One “at risk” behavior can warrant an “F” for the nursing course if that behavior is such that it poses a serious threat to the physical and/or psychological well-being of patients, faculty, or students.

PROCEDURE FOR “AT RISK” FOR ACADEMIC AND CLINICAL MISCONDUCT

1. Academic and clinical misconduct is taken very seriously and addressed as soon as possible with the student involved, the nursing course coordinator and Division Chair.
2. A student/instructor conference will be held after the “At Risk” behavior has been documented, to review the behavior, make recommendations, and obtain the student’s comments and signature. A plan for corrective action will be discussed and formulated
3. The student will receive a copy of the “At Risk” conference record. One will also be placed in the student file.
4. All students, upon receipt of the **second** “At Risk” behavior, will be required to meet with the Division Chair.
5. Refer to the BSCC Nursing Program Policies and/or Student Handbook located in the College Catalog for the Grade Appeal Procedure.
6. Refer to Nursing Student Handbook for current Nursing Program Policies.

Student’s Printed Name

Student’s Signature

Student “A” ID Number

Date

Revised 05/06/2019; initially approved 6/2018

**BEVILL STATE COMMUNITY COLLEGE
NURSING PROGRAM POLICIES**

Please initial each line to indicate your agreement/understanding:

_____ I acknowledge that I have received a copy of the Program Policies and will receive POI's (Plan of Instruction) and 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 (such as cellphones, smart watches, tablets, wireless earbuds, etc.) will not be allowed in the clinical area. In case of emergency, the Nursing office may be notified & message delivered to me.

_____ Instructors and staff may limit student use of electronic devices such as cell phones, cameras, laptop computers, tablets, wireless earbuds, smart watches, where such devices might interfere with the normal activity of the College. Students may use electronic devices to record class lectures with the permission of the instructor.

_____ I understand that nursing students have an obligation to always follow appropriate guidelines of social media etiquette (refer to BSCC Social Media Policy & Principles of Social Networking statement). I may not discuss patient information with anyone except clinical personnel, nursing program faculty and other students in the learning environment. I will be respectful with fellow students, faculty, and the public and NEVER post patient information on any social media site.

_____ I understand that I am required to maintain professional student and faculty boundaries which require that I use College email, CANVAS and/or College phone numbers to contact nursing faculty. I understand that faculty will respond to my email and/or phone calls during College business hours.

_____ I give consent for my grades to be posted on my CANVAS course management system.

- _____ 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 Nursing Program Coordinator or specific Nursing Campus Division Chair at BSCC.
- _____ I understand I must have health insurance coverage each semester in order to attend the clinical component of each course.
- _____ I understand that I must come to the simulation lab prepared to participate in assigned simulation. The assigned simulation is mandatory and is evaluated on the appropriate Clinical Evaluation Tool. If I am unprepared to give safe, competent care in the simulation lab, the instructor will require me to leave the clinical area and I will receive "0's" for clinical performance areas.
- _____ I understand that I am required to submit a completed health form and this form must be submitted prior to start of clinical or I will not be allowed to attend clinical which will result in failure of that enrolled course.
- _____ I agree that I have been given a copy of the Health Science *Student Drug and 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 and 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 Bevill 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 drug screening will be required as part of my preclinical screening, and at any time I may be subject to a random or a reasonable suspicion drug screen at my expense.

- _____ I understand that I during my enrollment in the Nursing Program 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 a “non-negative” drug confirmation from any drug screening done by me will result in my immediate dismissal from the program enrolled without grounds for appeal. A grade of "F" will be given for all nursing courses being taken at that time. My dismissal due to a “non-negative” drug screen will make me ineligible for re-admission for a period of two years from the date of dismissal.
- _____ I understand that failure to complete the drug screening as required by Beville State Community College Health Sciences Programs shall prohibit me from continuing in the program in which I am enrolled.
- _____ I understand that violation of Health Science policies pertaining to a positive background will result in my immediate dismissal from the program.
- _____ I understand that copies of my personal background information may be requested by a clinical affiliate and I am obligated to comply with this request.
- _____ 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 and 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 various theory and/or laboratory assignments are required throughout the semester. ALL assignments must be completed as prescribed by the course coordinator. Failure to complete **any** assignment(s) as prescribed, will result in a grade reduction of 10 points from the module/unit exam/or ATI exam. Failure to complete any assignment will results in an Incomplete (I) grade for that course. These include but are not limited to, ATI proctored exams and remediation, CANVAS online discussions, other assignments/tests, etc.

- _____ I understand the faculty benchmark score is level 2 on any ATI proctored exam. I understand level 2 score reflects “proficient” learning. Scores of level 1 and below level 1 suggest remediation needed in the content tested.
- _____ I understand a unit grade will be entered for the first attempt on the required ATI proctored exam(s) using the following scale: a score of level 3 a grade of 90 will be recorded; level 2 a grade of 80 will be recorded; level 1 a grade of 70 will be recorded and below level 1 a grade of 60 will be recorded. This unit grade will be averaged in with the other unit exams for this course. 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 each student will be required to take the ATI Comprehensive Predictor according to ATI Test Plan. I have been provided a copy of the ATI Program Policy.
- _____ 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 or if clinical space is unavailable/limited. (Current BSCC Catalog & Nursing Policy Handbook).
- _____ I realize the Nursing Reinstatement Application must be completed including a letter of intent and submitted to the appropriate campus Nursing Division Chair. Reinstatement is allowed only one time and is not guaranteed due to limitations in clinical and/or classroom space. Reinstatement is contingent upon a majority vote by the admissions committee. The Nursing Reinstatement Application is available on the college website www.bscc.edu on the Nursing Program page.
- _____ 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 Bevill 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 at initial Nursing Program Orientation).

_____ I understand that any infraction of the nursing policy (ie: background/affidavit check, breach of confidentiality, clinical unsatisfactory, etc.) will result in my immediate dismissal from the nursing program with a grade of "F" and with no readmission to **any** Health Science program offered at BSCC.

_____ I agree that I have been given a copy of the At Risk Policy. I understand the Division of Nursing operates under the Honor Code in the academic and clinical setting, which neither permits nor tolerates misconduct. Academic and clinical misconduct is taken very seriously and addressed as soon as possible with the student involved, the nursing course coordinator and Division Chair. Students may be guilty of academic misconduct either directly or indirectly through participation or assistance. Three "at risk" incidents during enrollment in the BSCC nursing program are grounds for an "F" for the current nursing course. Readmission to the program will be on an individual basis with consideration of the seriousness of the "at risk" behavior.

_____ I understand that Bevill State Community College does not require COVID-19 vaccination or proof as a condition of attendance. However, I understand that some of the college's third-party affiliates may require vaccination and/or proof of vaccination. I understand that I may be unable to successfully complete courses that require clinical if I am unable to adhere to the policies mandated by clinical partners.

I have read and fully understand the above initialed items and the Program Policies of the Bevill State Community College's Department of Nursing. My signature indicates my intent to adhere to said items and Program Policies.

Student's Printed Name

Student's Signature

Student "A" ID Number

Date