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1
The Alabama Community College System
Nursing Program Outcomes

- Performance on Licensure Exam—The licensure exam pass rate will be at or above the national mean for first-time writers.

- Program Completion—At least 75% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
  - Associate degree nursing--eight semesters
  - LPN-RN mobility option with NUR 200--six semesters
  - LPN-RN mobility option without NUR 200--five semesters
  - Paramedic -RN mobility option--five semesters
  - Practical nursing--five semesters
  - Part-time practical nursing and associate degree nursing options—one and one half times the semester length of the respective program

- Program Satisfaction—At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.
  - At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.

- Job Placement—At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.
Alabama Community College System
Nursing Program Outcomes
(To be approved by ACCS Chancellor)

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
   At least 60% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
   - AAS in Nursing – eight semesters (nine semesters for part-time tract)
   - AAS in Mobility LPN/Paramedic with NUR 209 – five semesters
   - AAS in Mobility LPN/Paramedic without NUR 209 – three semesters
   - PN Certificate – five semesters

3. Job Placement
   At least 80% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

4. Program Satisfaction
   A minimum of 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.

   A minimum of 80% of employers responding to the employer survey distributed within one year after graduation will indicate
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 interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

**Spirit of Inquiry**- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for 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)
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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Credit Hours</th>
<th>Weekly Theory Contact Hours</th>
<th>Lab Credit Hours</th>
<th>Weekly Lab Contact Hours</th>
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<td><strong>3</strong></td>
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**Academic & Nursing Theory Contact Hours**: 660  
**Academic & Nursing Lab Contact Hours**: 255  
**Nursing Clinical Contact Hours**: 675  
**Total Program Contact Hours**: 1590
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<td><strong>Total Contact Hours for Practical Nursing</strong></td>
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**Associate Degree Credit Hours:**

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<td><strong>Academic</strong></td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Total Contact Hours for Associate Degree Nursing</strong></td>
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**Associate Degree Contact Hours:**

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<th>Category</th>
<th>Hours</th>
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<tr>
<td><strong>Nursing Theory</strong></td>
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<tr>
<td><strong>Academic Theory</strong></td>
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<td><strong>Nursing Lab</strong></td>
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<tr>
<td><strong>Nursing Clinical</strong></td>
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<tr>
<td><strong>Total Contact Hours for Associate Degree Nursing</strong></td>
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</table>
ACCS Concept Based Curriculum
End-of-Program Student Learning Outcomes/Graduate Competencies

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 health care team (NLN, 2010).

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, 2012).

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 at the level of practice for a practical nurse (NLN, 2010).

Informatics
Integrate information and technology to communicate, manage knowledge, mitigate error, and support decision making at the level of practice for a practical nurse (QSEN, 2012).

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

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

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

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

**Evidence-Based Practice**
Synthesize current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2012).
ACSS Concept Based Curriculum
End-of-Program Student Learning Outcomes/Graduate Competencies

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

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).

Nursing Judgement
Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).

Informatics
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).

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

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

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

NURSING PROGRAM

Nursing and Health Insurance Portability and Accountability Act Introduction

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

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

Please sign and return to your instructor to be placed in your file in the Campus Nursing office.

____________________________________  ________________  __________________
Student’s name  Date

____________________________________  __________________
Instructor’s name (witness)  Date
COMMUNICATION:
The faculty is interested in students; however, formal lines of communication are important. Therefore, when it becomes necessary to discuss a concern, the following channels of communication are:

a) **APPROPRIATE FACULTY MEMBER.** If problem is not resolved at this level then make an appointment with the,

b) **COURSE COORDINATOR.** If problem is not resolved at this level then make an appointment with the,

c) **CAMPUS NURSING DIVISION CHAIR.** If problem is not resolved at this level then make an appointment with the,

d) **DIRECTOR of NURSING** – Reitha Cabaniss

e) **DEAN OF HEALTH SCIENCES** -- Penne Mott.

ELECTRONIC DEVICES:
NO telecommunication devices (cellphones, beepers, 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, pagers, cameras, laptop computers, iPads, and iPods were 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, Blackboard 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 or covered in class, including audiovisual assignments and handouts.

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

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

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

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

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

EXAMS/QUIZZES:
a. A student with an EXCUSED ABSENCE will follow test policy as described below and in the course cover sheets. The student is responsible for submitting the excused absence validation to the appropriate instructor upon return to school from the absence. There will be NO EXCEPTION to this policy. The absence will be counted as unexcused if validation is not submitted.
TESTING POLICY: IF THE STUDENT HAS AN EXCUSED ABSENCE FOR THE MISSED EXAMINATION, THE CONTENT MISSED 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 BERecorded FOR THE COURSE GRADE AND NO READMISSION TO ANY NURSING OR OTHER HEALTH SCIENCE PROGRAM AT B.S.C.C. WILL BE ALLOWED.**

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

- Copy of current American Heart Association CPR Certification Card (BLS Provider)
- Payment in the Business Office at registration for Malpractice Insurance. (This deduction is done at registration with tuition.)
- Health form completed by primary healthcare provider/physician assistant/CRNP with results of the two-step TB (PPD) skin test within the past year. A completed physical exam form, including TB (PPD) skin test, will also be required for the second year of the program.
- Verification of Hepatitis B Vaccination (Series of 3) OR positive Hepatitis B SA Immune Titer.
- Verification of MMR Immunization/Titer as an adult and current Tetanus, Diphtheria & Pertussis (Tdap) Immunization.
- Verification of Varicella Vaccination/Titer
- Annual Flu Vaccination
- Verification of Health Insurance Coverage

a. A missed clinical experience will not be made-up.

b. A CLINICAL ABSENCE MUST BE EXCUSED in order to avoid a grade penalty of "0" average for the entire clinical day. **NO MORE TIME THAN IS SCHEDULED PER WEEK MAY BE MISSED, EVEN IF ABSENCE IS EXCUSED.**

c. THE CLINICAL INSTRUCTOR MUST BE CONTACTED PERSONALLY OF ANY ABSENCE 30 MINUTES PRIOR TO CLINICAL TIME. Failure to PERSONALLY notify the instructor will result in "0" average for the entire clinical day. **THERE WILL BE NO CLINICAL MAKEUP DAYS PROVIDED FOR UNEXCUSED OR EXCUSED ABSENCES. A ZERO WILL BE GIVEN FOR ANY UNEXCUSED CLINICAL ABSENCE AND THIS WILL BE AVERAGED IN WITH THE OVERALL CLINICAL PERFORMANCE. SEE CLINICAL EVALUATION TOOL FOR AVERAGE NEEDED TO PASS CLINICAL COMPONENT OF EACH COURSE.**
d. If extenuating circumstances cause the student to be late to the clinical facility, the student is responsible for informing the clinical instructor prior to the clinical time.

e. IN THE EVENT OF INCLEMENT WEATHER WHICH MAY PROHIBIT TRAVEL TO CLINICAL, STUDENTS ARE RESPONSIBLE FOR CONTACTING CLINICAL INSTRUCTOR OR CAMPUS NURSING OFFICE PERSONNEL TO DETERMINE WHETHER OR NOT CLINICALS HAVE BEEN CANCELLED AND TO INFORM THE INSTRUCTOR OF PROHIBITIVE WEATHER CONDITIONS IN THEIR GEOGRAPHIC AREA. IN ADDITION, WEATHER INFORMATION SHOULD BE OBTAINED FROM RADIO/TV BROADCASTS REGARDING WEATHER CONDITIONS, SCHOOL CLOSURE, ETC.

CLINICAL PREPARATION:

a. The student must come to the clinical area prepared to give competent client care. If a student comes to the clinical facility unprepared to give safe, competent client care, the instructor will require the student to leave the clinical area and the student will receive "0's" in every clinical performance area for the day.

b. A "0" score will be given for any act or (failure to act) which jeopardizes the patient in any way.

c. A STUDENT MAY BE DROPPED FROM THE PROGRAM AS A RESULT OF:
   1) UNSAFE CLINICAL PERFORMANCE; and/or
   2) EVIDENCE OF DISHONESTY; and/or
   3) POSITIVE DRUG SCREEN TEST or BACKGROUND CHECK.
   (A GRADE OF "F" WILL BE RECORDED FOR THE COURSE GRADE).

d. Nursing faculty reserve the right at any time to require the withdrawal of any student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, “WF” will be entered on the student’s transcript and will be computed as an “F” for both hours and quality points. Students receiving “WF” for this reason will not be eligible for readmission into the nursing programs or any other Health Science program at B.S.C.C.

e. A calculation exam at 100% accuracy may be/will be required at the beginning of each new clinical semester of the curriculum.

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, debriefing, and 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 CLASSROOM OR CLINICAL AGENCIES. IN CASE OF EMERGENCY, THE NURSING OFFICE MAY BE NOTIFIED AND MESSAGE DELIVERED TO STUDENT.
CLINICAL DRESS CODE:

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

a. **Neatness and hygiene: Required**

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

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

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

   **Lab Coats/Sweater/Coat:** Only the official school lab coat with the appropriate school emblem may be worn over the uniform while in the clinical area.

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

c. **Nursing Equipment Required:** Watch with sweep second hand, bandage scissors, stethoscope and B.P kit, black pen, penlight, and nursing kit from College Bookstore.

d. **Hair:** Neatly styled, pulled-back, and off the collar. Shaven or neatly trimmed beard or mustache. Human hair color only!!

e. **Jewelry:** Only wedding bands without stone/s, watch and one earring stud per ear is allowed. **No other visible body piercing jewelry/item is allowed.**

f. **Nails:** Clipped, No polish .and **NO LONG OR ARTIFICIAL NAILS.**

g. **Perfume/after shave:** None allowed – **ALSO, NO CIGARETTE ODOR ON PERSON OR CLOTHING)**

h. **Tattoos:** Tattoos, if present, must be covered & non-visible. Students must wear a white colored undershirt under the uniform.
CARE PLANS:
All papers are due on the assigned date/time. Failing to turn in assigned work at the specified time will result in "0" in area of Accountability and Responsibility and other applicable areas on the clinical evaluation tool. (See Clinical Requirements)

CLINICAL EVALUATION:
The "Clinical Evaluation Tool" gives the criteria by which each student's clinical performance is evaluated. A numerical grade is given for clinical performance. Students are graded weekly on a numerical scale from "0-4" for the Practical Nursing Program and "0-5" for the Associate Degree Program. A numerical point average is required at the completion of clinicals according to the student's level of clinical progression within the curriculum. (see Clinical Evaluation Tool). If a failing clinical performance occurs, (Noted with an "F" on the evaluation tool), this is a result of the numerical point value not being sufficient to meet the clinical course requirement as outlined on the Clinical Evaluation Tool, and the student will receive a grade of "F" as a course grade. 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 Health Form to the Nursing Department on admission to the program and annually. This must include the results of a yearly TB (PPD) Skin test status. Students are expected to update & maintain current American Heart CPR certification while enrolled in the nursing program. Students who are readmitted to the program are required to resubmit a new completed health form and current CPR information by first day of class.

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

If a student is pregnant or becomes pregnant during the course of study, the pregnancy must be reported to the clinical instructor immediately. A statement from the attending physician indicating ability to fully participate in both theory and clinical portions of the program is required to protect the student as well as the health of the baby. Please understand that there are some limits to clinical rotation, such as radiology, surgery, and other areas which may be deemed unsafe during pregnancy.
NO HEALTH SERVICES ARE PROVIDED BY THE COLLEGE. It is required that students have their own health insurance coverage while enrolled in the nursing program. **The student is responsible for his/her own health care and may utilize health-providers of choice.** Students are responsible for all expenses incurred as a result of injury/health-related problem while in a clinical agency. Students are required to comply with agency policy related to immediate and follow-up treatment of an injury sustained while in a clinical agency. (Critical Incident Reports [Agency and Nursing Program] must be completed as directed and submitted to the Course Coordinator upon return to school – Without Exception)

THE NURSING FACULTY RESERVES THE RIGHT TO REQUIRE AT ANY TIME, PROOF OF A STUDENT'S PHYSICAL, MENTAL, AND/OR EMOTIONAL HEALTH.

The nursing faculty can require students to receive counseling and/or medical treatment in order to continue in the nursing program. If treatment is required, written proof of the student's ability to perform nursing skills and therapeutic communication skills effectively must be provided.

**DRUG SCREEN POLICY:**

Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or alcohol, is prohibited on campus of Bevill State Community College, or while in the school nursing uniform and such behavior/infraction will result in a required drug screen and dismissal from the Nursing program. A grade of “F” will be given for all nursing courses being taken at that time. A drug screening will be done annually and there will be random drug screens performed at any time during the nursing curriculum, at student’s expense each time. The student may be subject (at his/her expense) to a drug screen at any time during enrollment in the Nursing program. In addition, clinical agencies may require that a student(s) be drug tested, at their expense, if suspected of drug use or possession, while in the agency.

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

**BACKGROUND SCREEING AND AFFIDAVIT POLICY:**

Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which include 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 or admission to any other Health Science program offered at BSCC.

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

POLICY FOR WEATHER, FIRE, TORNADO, OR OTHER NATURAL DISASTERS:
Procedures have been formulated for safety of the student in case of inclement weather, fire, tornado, or other natural disaster. The fire and tornado procedures are posted in each classroom. Students are responsible for knowing these procedures.

AMERICANS DISABILITIES ACT ACCOMMODATIONS (ADA):
Students with disabilities are invited and encouraged to discuss their needs and accommodation strategies with his/her instructor. The campus ADA Coordinator is available to assist with accommodation strategies upon request. The ADA Coordinator may be reached through the Office of Student Services on any campus.

Nondiscrimination Policy:
It is the policy of the Alabama State Board of Education and 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:
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
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.
BEVILL STATE COMMUNITY COLLEGE
HEALTH SCIENCE DIVISION

INFECTION DISEASE POLICY/PROCEDURE:

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

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

1. Hepatitis B (HBV)  
2. HIV Positive Serology  
3. Acquired Immune Deficiency Syndrome (AIDS)  
4. Chickenpox  
5. Measles (Rubeola)  
6. German Measles (Rubella)  
7. Mumps  
8. Tuberculosis  
9. Herpes  
10. Staph. Aureas open wounds  
11. H1N1 (swine flu)

B. Operating Guidelines
1. BSCC shall adopt and communicate safety guidelines as proposed by the Center for Disease Control* (CDC), for the handling of blood and body fluids of people with infectious disease.
2. Students who have an infectious disease may not be allowed regular classroom and clinical attendance. During an infectious stage, restrictions may be imposed as deemed appropriate.
3. Laboratories/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. The department head of the course involved in such experiences shall be responsible for developing and implementing specific procedures.
4. The requirements of affiliated clinical agencies for faculty and students with infectious disease shall be followed.
5. Student shall report any infectious disease to the course/clinical coordinator so that arrangements can be made for sick leave or restricted duty as deemed appropriate.
6. A medical statement from a physician/primary healthcare provider will be required when necessary to confirm a student's physical ability/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.

7. Routine screening will be carried out based on requirements for clinical agency affiliation, i.e. rubella, VDRL, tuberculosis, HBV, and Tetanus immunization.

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

a. The Division of Health Sciences will not undertake general programs of screening for HIV/HBV as part of the admission procedures or for currently enrolled students.

b. It is mandatory that all students and faculty in the Nursing Programs report exposure to or contraction of HIV/HBV to the Course Coordinator / Campus Health Science Division Chair.

c. The number of people who will be apprised of the existence and/or identity of students or employees with HIV/HBV will be restricted to an absolute minimum, however, in the case of students it must be understood that faculty responsible for student clinical experiences will be informed. The infection control staff of the affiliating agency will be informed as required by policy.

PRECAUTIONS FOR CONTAMINATED SUBSTANCES/OBJECTS:
Nursing students and faculty should be particularly aware of the potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure to contaminants. Since we cannot reliably identify all persons with a transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all clients at all times as if they were a potential source of infection. This approach includes precautions for contact with the client's blood and body fluids. This is referred to by the Center for Disease Control as "Standard Precautions."

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

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

A. All clients, their blood and other body fluids, will be considered to be infectious at all times.

B. Whether or not the client is known to have an infectious disease, the faculty and student shall:

1. Wash hands thoroughly with soap and water before and immediately after contact with clients, their blood and other body fluids.
2. Consider sharp items as being potentially infective and handle with extreme care to prevent accidental injury.

3. Dispose of sharp items in puncture resistant containers immediately after use.

4. Not recap, purposefully bend, or otherwise manipulate by hand, needles that are to be disposed.

5. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag-valve-masks, or other ventilation devices.

6. Wear gloves when handling client's blood, body fluids, and/or items soiled with blood or other body fluids.

7. Use gloves when performing venipunctures, arterial punctures, capillary sticks and/or any other actual hands on contact with clients in a health care facility.

8. Wear gown, mask and eye covering when performing procedures where aerosolization or splattering are likely to occur, wound irrigation, endotracheal intubation, bronchoscopy, endoscopy, high speed centrifugations, etc.

9. Clean up spills of blood or body fluids immediately with a disinfectant such as 1:10 dilution of chlorine bleach.

10. As appropriate, follow additional guidelines in effect for any affiliated agency when assigned to the agency.

**PROCEDURE FOR REPORTING POTENTIAL EXPOSURE:**

A. Any incident of potential contamination shall be reported to and be fully documented by the immediate supervisor, college or clinical faculty, the appropriate department head and dean (see Critical Incident Protocol).

B. The appropriate Course Coordinator / Campus Health Science Division Chair shall be responsible for assessing the situation and recommending action.

C. In all cases, the policy and procedure of affiliated clinical agencies shall be followed when an incident occurs in that agency.
Bevill State’s Official Statement regarding MRSA

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

Proper prevention and management recommendations from ADPH include:

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

Students, faculty, and staff can obtain more information about MRSA on the Alabama Department of Public Health’s web site at: http://www.adph.org or Centers for Disease Control and Prevention at: www.cdc.gov.
BEVILL STATE COMMUNITY COLLEGE
HEALTH SCIENCE DIVISION

CRITICAL INCIDENT PROTOCOL

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

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

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

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

A. Incident should be reported immediately to the instructor in charge and to the area nurse manager.

B. Area manager will determine if an official agency accident/incident report is warranted.

C. If the incident involves either an injury to the student or faculty member, or an unusual exposure to a communicable disease, or a hazardous material, the appropriate person at the agency (employee health nurse) should be notified so that treatment can be arranged and appropriate paperwork completed.

D. Students are responsible for medical bills incurred as a result of injury or illness related to clinical experience.

E. All critical incidents are to be reported to the Clinical Instructor & the responsible Course Coordinator /Campus Health Science Division Chair on the attached form.

2. WHEN AN INCIDENT OCCURS ON CAMPUS:

A. The instructor should be notified.

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

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

A. Time, date, and place of occurrence.

B. Persons involved.

C. Detailed description of the incident.

D. Actions taken related to the incident.

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

A. If occurrence is in a health care facility, the agency protocol will be followed.

B. If the incident involves direct blood/body fluid contamination (i.e. cuts with contaminated instrument, needle-stick, etc) student or faculty member should see their personal physician or healthcare provider.

Adopted, Reviewed, and Revised:
CRITICAL INCIDENT REPORT FORM

Name: ____________________________________
Date: ____________________________________

DESCRIPTION OF INCIDENT:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

ACTION TAKEN:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

LOCATION:
______________________________________________________________________________
______________________________________________________________________________

TO WHOM REPORTED:
______________________________________________________________________________
______________________________________________________________________________

DISPOSITION OF INCIDENCE:
______________________________________________________________________________
______________________________________________________________________________

Instructor ___________________________________________ Student ____________________
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.

Qualifications of applicants for licensure are contained in the Chapter 610-X-4 of the Alabama Board of Nursing Administrative Code. They are outlined in 610-X-4.02 (effective 12-24-2010) as follows:

A. Be a high school graduate or the equivalent, as determined by the Board.
B. Be of good moral character. A criminal background check may be conducted by the Board at its discretion.
C. For registered nurse licensure, graduated or successfully completed all requirements for graduation from an approved registered nursing program in Alabama, or an approved registered nursing program located in another jurisdiction or territory that substantially meets the same educational criteria as Alabama programs. Licensure by equivalency does not meet the requirement.
D. For practical nurse licensure, granted of successfully completed an approved practical nursing program in Alabama, or an approved practical nursing program in another jurisdiction or territory that substantially meets the same educational criteria as Alabama programs. Licensure by equivalency does not meet the requirement.
E. An applicant shall provide a valid social security number prior to the Board issuing a license.
F. Be a citizen or legal resident of the United States. Individuals who are not legally present in the United States are not eligible for licensure.

Regarding the application process for licensure by examination 610-X-.04 (effective 6-6-2016) the following applies:

A. The applicant shall submit to the Board an electronic completed application and the required fee(s).
B. An official school transcript shall be submitted to the Board and shall indicate the date of completion of the program and/or date degree/certificate was conferred.
C. The Board shall determine the applicant’s eligibility to take the licensing examination.
D. If the applicant for licensure by examination is issued a license during the renewal period for that license type, the license shall expire at the end of the next license period.
E. A first-time applicant for licensure by examination may request a nonrenewable temporary permit to practice nursing.
   (a) The temporary permit is valid for a period of time determined by the Board.
   (b) The temporary permit allows the applicant for licensure by examination to practice and use the title Nursing Graduate-PN Program (NG-PNP) or Nursing Graduate-RN Program (NG-RNP), as appropriate subject to the following stipulations.
• The Nursing Graduate must function under direct supervision of a currently licensed registered nurse.
• The Nursing Graduate shall not assume nor be assigned charge nurse responsibilities.
  
  (c) A temporary permit issued by the Board to an applicant for licensure by examination shall immediately become null and void if one of the following conditions is met:

• The applicant fails the licensing examination.
• The expiration date on the permit is reached.
• A license is issued.
• The applicant is denied licensure.
  
  (d) The applicant who receives a temporary permit is required to:

• Provide every employer evidence of the temporary permit for visual inspection.
• Provide to an employer validation of a current license upon receipt of the official license notice.
• Inform the employer of denial of licensure.
• Immediately inform the employer of failure of the licensing examination.
  
  (e) The Board shall issue notice of denial of licensure. Receipt of notice is presumed within five calendar days of mailing.

Grounds for Denial of a License as outlined in the Alabama Board of Nursing Administrative Code 610-X-8-.02 (effective 7-29-2014) are as follows:

A. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.

B. Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.

C. A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.

D. Having disciplinary action pending or having had a license, registration, or certification for health-related profession denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked voluntarily surrendered, or otherwise encumbered in any state territory or country.

E. Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline Alabama under Rule 610-X-8-.03.

F. Having engaged in conduct that is inconsistent with good moral character.

  (a) The decision as to whether the applicant has engaged in conduct that is inconsistent with good moral character is within the discretion of the Board of Nursing.
  
  (b) In determining whether the applicant has engaged in conduct that is inconsistent
with good moral character, the Board may consider the applicant’s criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant’s fitness and capacity for practice as a licensed nurse.

G. Non-compliance with a monitoring agreement or contract with an alternative discipline program or order issued in another jurisdiction pertaining to any license, certification, or registration for a health-related profession.

H. Any other reasons authorized by law.
BEVILL STATE COMMUNITY COLLEGE
HEALTH SCIENCE DIVISION

STUDENT ACKNOWLEDGMENT FORM

Please initial each line to indicate your agreement/understanding:

_____ I acknowledge that I have received a copy of the Program Policies, & will receive Course Cover Sheets & Clinical Evaluation Forms of the Department of Nursing and that they have been explained to me.

_____ I understand that my attendance is required at all classes, assigned labs, and all assigned clinical experiences; and that my excused/unexcused absence(s) may result in my failing the specific course(s), according to the Bevill State Student Handbook on absences and the Nursing Program Policy Handbook.

_____ I understand that academic dishonesty is grounds for immediate dismissal from the Department of Nursing program.

_____ I understand that the classroom is a learning environment and that any disruptive behavior on my part will not be allowed.

_____ I understand that NO telecommunication devices (cellphones, beepers, etc.) will be allowed in the clinical area. In case of emergency, the Nursing office may be notified & message delivered to me.

_____ I understand that instructors and staff may limit student use of electronic devices such as cell phones, pagers, cameras, laptop computers, iPads, and iPods were 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 follow appropriate guidelines of social media etiquette at all times (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 Director or Nursing Campus specific 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 if I am required to submit a completed health form annually & this form must be submitted prior to start of clinicals or I will not be allowed to attend 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 & Alcohol Screen Policy and that I have read and fully understand the consequences of violating this policy.

I understand that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or alcohol, is prohibited on the campus of Bevill State Community College, or while I am in my school nursing uniform and that such behavior will result in a required drug screen & dismissal from the Department of Nursing. A grade of "F" will be given for all nursing courses being taken at that time.

I understand that 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 a drug screening will be done annually and there will be random drug screens performed at any time, at my expense each time.
I understand that I may be subject (at my expense) to a drug screen at any time during my enrollment in the Department of Nursing and that clinical agencies may require that I be drug tested, at my expense, if I am suspected of drug use, or possession, while in the agency.

I understand that positive drug confirmation from any drug screening done by me will result in my immediate dismissal, with a grade of “F”, by the Division Chair from the Nursing program in which I am enrolled. Also, my dismissal for positive drug screening will make me ineligible for re-admission to the Nursing program or admission to any Health Science program offered at BSCC.

I understand that if I fail to provide an Adulterant Free certified negative drug result, either on initial pre-clinical screening or on random or incident related screening, I will be unable to continue in the Health Science Program and be ineligible for readmission to the Nursing Program or any other Health Science Program at BSCC.

I understand that violation of Health Science policies pertaining to a positive background/affadavit check will result in my immediate dismissal. Also, my dismissal for a positive background/affadavit check will make me ineligible for re-admission to the Nursing program or admission to any Health Science program offered at BSCC.

I understand that 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 & conducted by instructor, and if I choose to not review the test at that time, then I will not be given the same opportunity do so after the next unit test is administered.

I understand that if I arrive late/tardy on any Unit Exam day or Final Exam day, I may not be allowed to take the exam. If I furnish a valid excuse, the faculty will then decide if I will be allowed to take the exam.

I understand that if I am required to complete all assignments made by the course coordinator. These include but are not limited to PREP-U tests, ATI proctored exams and remediation, CANVAS online discussions, EVOLVE assignments/tests, etc.
I understand that I am expected to score level 2 on any ATI proctored exam. If I score less than level 2, a 3 hour focused review will be required PRIOR to scheduling the ATI proctored exam retake.

I understand a unit grade will be entered for the first attempt on the required ATI proctored exam using the following scale: a score of level 3 a grade of 95 will be recorded; level 2 a grade of 85 will be recorded; level 1 a grade of 75 will be recorded and below level 1 a grade of 65 will be recorded. This test 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 that in NUR 203 (ADN) or NUR 107 (PN) I will take the RN/PN ATI Comprehensive Predictor exam and that I am expected to pass and score a 95% predictability or higher. Students will complete any prescribed remediation prior to any Comprehensive Predictor retake(s). After completing the prescribed remediation, student must then take the 2nd proctored test and pass at the prescribed passing level. If unsuccessful after a 3rd attempt the student will register for CAPSTONE ATI (during the next semester) and will be responsible for additional financial fees ($240.00). The ATI Capstone Content Review course is a unique content review program to prepare for graduation readiness. This learning environment offers flexibility and accessibility to the ATI Capstone nurse educator who will provide weekly individualized remediation based on identified weaknesses as evidence by weekly ATI Capstone Content Review assessments. Students will take the assessments at BSCC in a nursing monitored environment each week. Upon successful completion of CAPSTONE ATI, the NUR 203/NUR 107 course grade will be changed from Incomplete “I”.

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 understand that Basic Study Skills (BSS101) nursing remediation course must be taken and passed to ensure my eligibility for reinstatement.

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 @ initial Nursing Program Orientation).

I understand that any infraction of the nursing policy (ie: positive drug-screen or 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 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.

____________________________________  __/__/____  ____________________
Signature                           Date                           Semester

Address______________________________________________________

Student ID Number _______________  Phone Number (Home) ________________

Phone Number (Cell) ______________

Person to Notify in Case of Emergency,

____________________________________  ________________  ________________
Name                           Phone Number                 (Relationship)

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.

Reviewed: June 2010; June 2011; June 2016
BEVILL STATE COMMUNITY COLLEGE
HEALTH SCIENCE DIVISION

STUDENT DRUG AND ALCOHOL SCREEN POLICY

As stipulated by the health care agencies with which Bevill State Community College Health Science Programs contracts for clinical experience, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to the policy in order to participate in clinical experiences at the agency. This includes pre-clinical drug and alcohol screening and random drug and alcohol screening throughout the student’s curriculum, as well as, should the student exhibit behaviors indicative of substance abuse during a clinical experience. Fees for all drug and alcohol screening must be paid by the student.

I. Pre-clinical Screening

1. Health Science students will receive notice of the drug screening procedure prior to testing.
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 Bevill State Community College. Students will be assessed a drug testing fee.
4. Any student absent from screening at the randomly selected time must complete testing with the certified laboratory within 24 hours of the randomly selected time.
5. Failure to complete the drug screening as required by Bevill State Community College Health Science Programs shall prohibit the student from continuing in the program in which they are enrolled.
6. Positive drug screens will be confirmed by Gas Chromatography/Mass Spectrometry (GCMS). No sample is reported as positive before it has been tested at least twice.
7. Results of drug screening must be sent directly to the Dean of Health Sciences or designee.
8. Positive drug confirmation will result in the student being immediately withdrawn from the Health Science course in which they are enrolled, by the Division Chair.
9. A student who is unable to complete the clinical component of required courses due to a positive drug screen will be ineligible for re-admission.
10. If the student contests a positive drug screen, a retest of the initial samples will be performed at the student’s expense, by a reference laboratory approved by Bevill State Community College.
II. **Reasonable Suspicion Screening**

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the clinical agency while participating in clinical experiences. The definition of reasonable suspicion as stated in the substance abuse policies of the clinical agencies may include 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;
2. Presence of an odor of alcohol;
3. Abnormal conduct or erratic behavior while in the clinical agency, absenteeism, tardiness or deterioration in performance;
4. A workplace accident;
5. Evidence of tampering with a drug test;
6. Suspected theft of medications including controlled substances while in the agency;
7. Information that the individual has caused or contributed to an incident in the clinical agency;
8. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs or alcohol while enrolled in any Health Science Program.

III. **Student Drug Screen Procedure**

1. All students will be screened for drug and alcohol prior to clinical placement and randomly thereafter.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The Collector will explain the collection.
4. Students must remove unnecessary outer garments (coats, sweaters, etc.) And remove items from pockets when entering the collection site.
5. The collector will obtain a monitored specimen.
6. Temperature, Adulterant and drug testing will be performed on site and referred for confirmation, if indicated.
7. **The following drugs are considered disallowed in the Health Science Programs and are thus, screened:** Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methaqualone, Opiates, PCP, Propoxyphene, Methadone, Ethanol, &/ other scheduled or controlled substances. Testing for additional substances may occur based on clinical affiliation agreement requirements.
8. Positive screens will be confirmed by Gas Chromotography/Mass Spectrophotometry.
9. The student will be informed of the screening results by the Associate Dean of Health Sciences or designee within seven (7) days of receiving the results.
IV. **Confidentiality**
The Dean of Health Sciences or Program Director will receive all test results which will be secured by Bevill State Community College. Confidentiality of test results will be maintained with only the Dean or designee, and the student having access to the results with the exception of legal actions that require access to test results.

V. **Program/Clinical Agency Requirements**
Drug screen programs suggested or required by Bevill State Community College and/or various institutions with which the college contracts may vary from time to time in any or all of their aspects. 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 experience, whether preclinical drug screening, random drug screening, or incident related to screening.
I understand that Bevill State Community College Health Science Programs has a required component of clinical rotations.

I also understand that certain health care agencies require that, because I am participating in the clinical rotation at these facilities, I will be subject to the same rules as the employees. I understand that these agencies require all employees to have a drug screen which shows negative results for selected classes of drugs and for alcohol. Because of this, I understand that prior to or during participation in the clinical rotations, I must submit to a drug screen and provide a certified negative result from that screen to the Associate Dean of Health Sciences. I also understand that random or incident testing may be required during participation in the program.

*I further understand that if I fail to provide an Adulterant Free certified negative drug result, either on initial pre-clinical screening or on random or incident related screening, I will be unable to continue in the Health Science Program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE BEVILL STATE COMMUNITY COLLEGE HEALTH SCIENCES REQUIREMENT TO SUBMIT TO A BEVILL STATE COMMUNITY COLLEGE ARRANGED DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE BEVILL STATE COMMUNITY COLLEGE ASSOCIATE DEAN OF HEALTH SCIENCES, OR DESIGNEE.

__________________________________  ______________________________________
Student’s Signature                  Witness’s Signature

__________________________________  ______________________________________
Student’s Printed Name               Witness’s Printed Name

__________________________________  ______________________________________
Date                                  Date
BACKGROUND SCREENING AND AFFIDAVIT POLICY

Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Certain clinical facilities utilized by the BSCC Health Science programs require criminal background checks / affidavit declaring that the student has no criminal history. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate 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 signed affidavit or background check will be required prior to or during enrollment in the health science program.
    2. The cost of the background check / affidavit will be the responsibility of the student.
    3. The Health Science Program the student is enrolled in will maintain signed consent forms for background screening / affidavit from each student.
    4. Failure to pay appropriate fees and to consent to the background screening / affidavit by the published deadline will prohibit the student from continuing in any Health Science program.
    5. 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 scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of
the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). **Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.**

7. If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, **the student will receive an “F” for the course & will be ineligible for admission or readmission to any Health Science program @ BSCC.**

8. The background check includes, but is not limited to:
   a. Positive Identification
   b. Maiden/AKA Name Search
   c. Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
   d. Residency History
   e. Driving License/Driving History/Motor Vehicle Records including any traffic citations.
   f. Education Verification
   g. Employment Verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
   h. Healthcare Employment Verification Network Search
   i. Nurse Aide Registry
   j. Professional License/Certification Verification
   k. Personal References/Interviews
   l. Seven Year Criminal and Civil Record Search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
   m. Most Wanted List
   n. National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
   o. Adult and Child Abuse/Neglect Registries
   p. National Sex Offender/Predator Registry Search which includes a search of the state or county repository for known sexual offenders.
   q. Misconduct Registry Search
The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.

Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).

The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report.

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.

IV. 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 SIGNATURE        DATE

__________________________  __________________________
NURSING DIVISION CHAIR    DATE
BEVILL STATE COMMUNITY COLLEGE
HEALTH SCIENCE DIVISION

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.

__________________________________  Date: ____________________________
Student Signature

__________________________________
Print Name

**ACCS Legal Division required addition beginning fall 2016 Nursing Orientations**