

Snead State
Community College
Health Sciences Division

Nursing Program



Student Handbook
2020-2021

INTRODUCTION

Welcome to Snead State Community College! You join a very select group of students who have attended Snead State's nursing program since 2004. Snead State Community College has a history rich in tradition, and is the oldest College in the Alabama College System to award associate degrees. We strive to promote academic excellence and are here to facilitate your learning and to provide you with the opportunity to grow as a person, as a citizen, and as a health care worker.

Snead State values every student who attends the College and respects every student's rights and privileges. This **Student Handbook** has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as a nursing student. Unless otherwise designated in a nursing course syllabus, these policies apply to each nursing course in which you enroll. If, for any reason, routine progression through the program is interrupted, policies in the **Student Handbook** and **College Catalog** at the time of readmission will apply. Any revisions or addendums to this handbook will be provided in writing to each student and will become effective at the time specified on the written notification.

Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. Through evaluations and surveys, students have the opportunity to offer valuable input about our nursing program. We are committed to your success. Welcome to Snead State Community College!

Nursing Faculty

Dee McClellan, DNP, RN - Director of Health Sciences (256) 840-4185

Lisa Brock DNP, RN	(256) 840-4179
Missy Freshwater, D. Sc., RN	(256) 840-4177
Jessica Harp, RN, MSN	(256) 840-4191
Amy Langley DNP, RN	(256) 840-4186
Laura Liebner, RN, MSN	(256) 840-4187

Tammy Robison – Health Sciences Secretary (256) 840-4149 / Fax (256) 840-4158

April 2017 - The Board of Commissioners voted to accept the Follow-Up Report and grant continuing accreditation to the Associate Degree Nursing program with removal of conditions as the program is in compliance with all Accreditation Standards and Criteria reviewed. The Commission also affirmed the next onsite accreditation review for the Spring 2022 cycle. (The Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road NE – Suite 850, Atlanta, GA 30326)

Equal Opportunity Policy: *It is the policy of the Alabama State Board of Education and Snead State Community College, a postsecondary College 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 benefit of, or be subjected to discrimination under any program, activity, or employment.*

PROGRAM INFORMATION

STATE APPROVAL

Snead State Community College's Nursing program is fully approved by the Alabama State Board of Nursing.

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/LEARNING OUTCOMES

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)

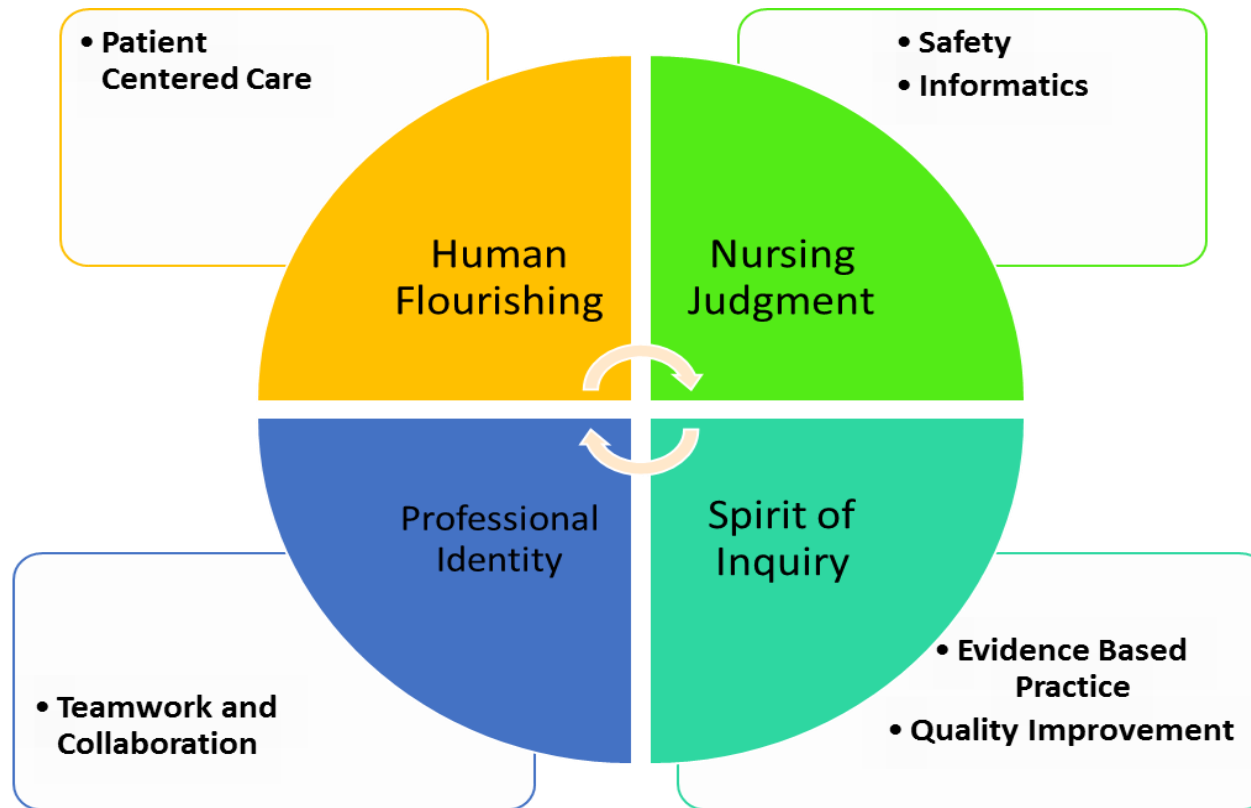
Professional Identity- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN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

Teamwork and Collaboration – Function effectively within nursing and inter-professional 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 in Applied Science 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.

The Snead State Community College Nursing Faculty believe that we have the responsibility for contributing to Snead State's mission and instructional goals. The mission of the Snead State Community College Nursing faculty is to provide quality nursing education for Associate in Applied Science Degree Nursing students who desire a career in nursing.

THE ALABAMA COLLEGE SYSTEM - NURSING PROGRAM OUTCOMES

1. **Performance on Licensure Exam** – The most recent 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:
 - Associate in Applied Science Degree Nursing – Eight semesters
 - LPN to RN Mobility – Five semesters
3. **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.
4. **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.

Associate in Applied Science Degree Nursing (ADN) - Generic option

The Associate in Applied Science Degree Nursing (ADN) program is a five-semester program. The ADN curriculum includes content that allows students to attain knowledge and understanding of the prevention of illness; maintenance, promotion and restoration of health; safe and effective care environment; and psychological integrity of individuals across the life span. Critical thinking, nursing process, communication, safety, client education, ethical-legal issues, health-illness, growth and development, current trends in health care, and pharmacology are core themes used to develop content within the curriculum. The ADN curriculum incorporates general education courses along with the nursing courses. The nursing courses include classroom instruction, campus laboratory, and clinical experiences in varied health care facilities.

Completion of the Associate in Applied Science Degree Nursing Program leads to the awarding of the Associate in Applied Science degree. Following graduation, the student may be eligible to take the National Council of State Boards of Nursing Licensure Examination-RN (NCLEX-RN) and to apply for a state registered nurse license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

Mobility LPN to ADN Program

The Mobility LPN to ADN program provides opportunity for the LPN to obtain an Associate in Applied Science Degree. This program allows qualified LPNs to enter the fourth semester of the ADN curriculum upon successful completion of *NUR 209 - Concepts for Healthcare Transition* and complete the program in three semesters. Following graduation, the student may be eligible to take the National Council of State Boards of Nursing Licensure Examination-RN (NCLEX-RN) and to apply for a state registered nurse license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

ADMISSION REQUIREMENTS

A student who seeks admission to the nursing program must satisfy certain requirements beyond those imposed on students seeking admission to other SSCC programs. These requirements differ so that students have an adequate academic background that will give the greatest opportunity for success in a complex curriculum that progresses in a sequential order. Admission to the College does not guarantee admission to the nursing program. Applicants are admitted to the Associate in Applied Science Degree Nursing (ADN) program annually in the fall. Applicants to the Mobility LPN to Associate in Applied Science Degree Nursing program are admitted in the Spring. Applicants should consult with a nursing advisor well in advance of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements. Students are selected for admission into the ADN program based on academic performance and the number of slots available. Meeting minimum requirements does not guarantee acceptance into the program. Since class size is limited, students with the strongest academic record will be selected. Applicants will be notified, in writing, of acceptance into the ADN program.

Minimum admission standards for the **Associate in Applied Science Degree Nursing (ADN)** Program include

1. Unconditional admission to Snead State Community College.
Students must apply for general admission to SSCC prior to the application deadline.
2. Receipt of completed application packet before the deadline of May 15th at 4:00 p.m. - *Applications received after deadline will not be considered.*
3. A minimum of 2.50 GPA (calculated based on grades earned in Pre-Nursing general education courses) for students with previous college work.
4. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. ACT with a minimum composite score of 18 prior to application. No expiration date on ACT scores for nursing application purposes.
6. Eligibility for English 101 and Math 100 (College Algebra or higher) as determined by College policy
7. Good standing with the College.
8. Meeting the essential functions required for nursing throughout the program.

Minimum admission standards for the **Mobility PN to Associate in Applied Science Degree Nursing (ADN)** Program include

1. Unconditional admission to Snead State Community College.
Students must apply for general admission to SSCC prior to the application deadline.
2. Receipt of completed application packet before the deadline of October 1st at 4:00pm. - *Applications received after the deadline will not be considered.*
3. A minimum of 2.50 GPA (calculated based on grades earned in Pre-Nursing general education courses)
4. ACT with a minimum composite score of 18 prior to application. No expiration date on ACT scores for nursing application purposes.
5. Meeting the essential functions required for nursing throughout the program.
6. Have completed the following courses with a grade of "C" or higher:
 - ENG 101 English Composition
 - MTH 100 Intermediate College Algebra or Higher Level Math course
 - BIO 201 Human Anatomy and Physiology I
 - BIO 202 Human Anatomy and Physiology II
 - PSY 210 Human Growth and Development
 - SPH 106 or 107 Speech
7. Possess and maintain a current, active, and unencumbered Alabama LPN license.

Graduation

To receive an Associate in Applied Science Degree in Nursing a student must

- a) File an application for graduation with the Office of Student Services
- b) Clear all obligations with the College
- c) Complete the 66 credit hours required in the ADN curriculum

STANDARD ASSOCIATE IN APPLIED SCIENCE DEGREE NURSING CURRICULUM

ACCS NURSING CONCEPT BASED CURRICULUM		Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours	
		First Semester								
NUR 112 – Fundamental 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	
Humanities Elective (Philosophy 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	
Five Semester Contact Hour Total			660		255		675		1590	
Total Associate Degree Contact Hours						Total Associate Degree Credit Hours				
Nursing Theory	315					Course Area	Theory	Lab	Clinical	Total
Nursing Lab	135					Nursing	21	3	15	39
Academic Theory	345					Academic	23	4	0	27
Academic Lab	120					Total	44	7	15	66
Nursing Clinical	675									
Total Contact Hours	1590									
SNEAD STATE COMMUNITY COLLEGE - APPROVED HUMANITIES ELECTIVES										
ENG 251 - American Literature I			ENG 262 - English Literature II			REL 100 - History of World Religions				
ENG 252 - American Literature II			PHL 106 - Introduction to Philosophy			REL 151 - Survey of the Old Testament				
ENG 261 - English Literature I			PHL 206 - Ethics and Society			REL 152 - Survey of the New Testament				

CAREER MOBILITY – LPN TO ASSOCIATE IN APPLIED SCIENCE DEGREE NURSING CURRICULUM

**CAREER MOBILITY –
LPN TO ASSOCIATE IN APPLIED SCIENCE DEGREE NURSING CURRICULUM**

**ACCS NURSING
CONCEPT BASED
CURRICULUM**

	Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
Prerequisite Courses								
ENG 101 – English	3	3	0	0	0	0	3	3
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
BIO 202 – A&P II	3	3	1	2	0	0	4	5
SPH 106 or 107 – Speech	3	3	0	0	0	0	3	3
PSY 210 – Human Growth and Development	3	3	0	0	0	0	3	3
Total	18	18	2	4	0	0	20	22
First Semester (Spring I)								
NUR 209 – Concepts for Healthcare Transition Students	6	6	1	3	3	9	10	18
*Nontraditional Credit Hours awarded after completion of NUR 209	15	0	0	0	0	0	15	0
Total	21	6	1	3	3	9	25	18
Second Semester (Fall)								
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
Third Semester (Spring II)								
NUR 221 – Advanced Evidence Based Clinical Reasoning	3	3	0	0	4	12	7	15
Humanities Elective (Philosophy Preferred)	3	3	0	0	0	0	3	3
Total	6	6	0	0	4	12	10	18
Program Total	51	36	5	11	10	30	66	77
*Upon completing NUR 209 with a grade of 75% or higher, LPN to RN Mobility students will be awarded fifteen (15) non-traditional hours of credit in addition to the ten (10) credit hours for the NUR 209 course.								
SNEAD STATE COMMUNITY COLLEGE - APPROVED HUMANITIES ELECTIVES								
ENG 251 - American Literature I	ENG 262 - English Literature II	REL 100 - History of World Religions						
ENG 252 - American Literature II	PHL 106 - Introduction to Philosophy	REL 151 - Survey of the Old Testament						
ENG 261 - English Literature I	PHL 206 - Ethics and Society	REL 152 - Survey of the New Testament						



Snead State Community College Department of Health Sciences Estimated Program Costs

TUITION & FEES

Tuition costs may vary for online courses

RN Tuition (Resident)

•	General ed. courses	\$ 4,050
•	Nursing courses	<u>5,850</u>
RN Total (Resident)		\$ 9,900

SUPPLIES & EQUIPMENT

Books	\$ 1500
Laptop (For electronic resources)	\$ 1000
Uniforms <i>*We recommend that students purchase two sets</i>	\$ 150
Lab Coat	\$ 40
Patches	\$ 10
Hose/Socks	\$ 20
Shoes	\$ 50
Watch	\$ 20
Stethoscope	\$ 20
Lab Kit	\$ 165
Sphygmomanometer	\$ 20
Scissors	\$ 5
Penlight	\$ 5
Physical Exam/Immunizations/TB testing	\$ 550
Drug Screening	\$ 70
Background Screening	\$ 40
Liability Insurance	\$ 20
Standardized Testing	\$ 900
<i>Graduation/Pinning Costs (Due last semester)</i>	
Nursing Pin	\$ 60
Nursing Lamp	\$ 20
ABN Exam Fee	\$ 50
Temporary Licensure	\$ 150
NCLEX Review	\$ 350
NCLEX Exam	\$ 250
Graduation Photos	\$ 50
Total Supplies & Equipment	\$ 5,515

THE ALABAMA COLLEGE SYSTEM NURSING EDUCATION PROGRAM PROGRESSION POLICY

PROGRESSION

In order to continue in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
Grading scale for nursing courses
A = 90-100%
B = 80-89%
C = 75-79%
D = 60-74%
F = 59% and below
 2. Be accepted by clinical agencies for clinical experiences.
 3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 4. Maintain program health requirements.
1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
 2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
 3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
 4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

DEFINITIONS

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

PROCESS FOR REINSTATEMENT

1. Students should first schedule an appointment with the Director of Health Sciences to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Snead State transcript by published deadline. Reinstatement application should be received by the appropriate date based on the following deadlines: **Fall - June 1 at 4 p.m.; Spring - October 1 at 4 p.m.; and Summer - February 1 at 4 p.m.**
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadline.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program.
6. Students must successfully complete the program within 150% of the time of the stated program length beginning with the first nursing course as delineated below:
 - Associate in Applied Science Degree Nursing – Eight semesters
 - LPN to RN Mobility – Five semesters

TRANSFER POLICY

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.

4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

TRANSIENT STUDENT POLICY

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

DOSAGE CALCULATION EXAM

All students – including transfer, reinstatement, mobility and generic track – are required to pass a Dosage Calculation Exam prior to administering medications in clinical. Students will be given two attempts to score 90% or above. Failure to achieve a grade of 90% or higher will result in lack of progression in the nursing program.

ADMINISTRATIVE WITHDRAWAL/DROP

A student may be dropped administratively from any course for (1) falsification of application and/or records (2) failure to fulfill other conditions of admissions and/or registration; (3) failure to comply with student conduct standards; (4) failure to attend class(es); and (5) failure to comply with “Standards or Scope of Practice” as established by the Alabama Board of Nursing or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

LICENSURE INFORMATION FOR RN

Upon satisfactory completion of the requirements of the nursing program, the graduate will be eligible to apply to the State Board of Nursing for licensure as a nurse. Legal requirements for licensure in Alabama may be found in the Alabama Administrative Code, 610-X-4. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the Alabama Board of Nursing, State of Alabama, Montgomery, Alabama, 36130. For more information, visit the ABN website at www.abn.alabama.gov/laws/#tab-code.

The nursing student shall comply with legal, moral and legislative standards, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

“The Board shall have the power to deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.”

NURSING PROGRAM ENROLLMENT REQUIREMENTS

Students have direct contact with patients and other health care workers in affiliated health care agencies; therefore, they are expected to have and maintain a satisfactory level of health, including freedom from chemical dependency and communicable diseases. Students must be able to fully participate in the approved program of classroom studies and campus and clinical laboratory experiences and responsibilities.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.) must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will make judgment of communicability and advise the student regarding attendance.

The 1993 Alabama Infected Health Care Worker Management Act mandates that any health care worker infected with Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), or Hepatitis C Virus (HCV) that performs an invasive procedure or any physician caring for an Infected Health Care Worker (IHCW) notify the State Health Officer of the infection.

Students entering nursing must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use available protective devices and to use standard (universal) precautions.

After students are accepted for admission into the nursing program the following **requirements must be met**:

- **Current health questionnaire** completed by a licensed physician, nurse practitioner, or physician's assistant indicating that an applicant is in satisfactory mental and physical health and is free of any infectious disease. The form must be submitted prior to attending the first clinical rotation. The form is valid for two years. (Form provided by school)
- **Current CPR certification (American Heart Association – Basic Life Support for Healthcare Providers or American Red Cross – CPR/AED for the Professional Rescuer) prior to first clinical rotation.** This certification must remain current throughout the program.
- **Documentation of immunizations including TB test** - The following are required at the student's expense: documented MMR vaccine with proof of immunity (positive titer) to MMR (Measles/Mumps/Rubella), documented Varicella (Chickenpox) disease or Varicella vaccine with proof of immunity (positive titer), documented evidence of Tetanus immunization within 10 years, annual Influenza vaccination (due by November 15th), and Hepatitis B vaccine series with proof of immunity (positive titer). **(Student must receive the first vaccine prior to attending the first clinical rotation.)** The Hepatitis B vaccine is a series of three injections. The second injection must be received one month after the initial vaccination; the third injection must be received six months after the second vaccination. In addition, a two-step TB skin test (PPD) is required for all students enrolling in the nursing program. A two-step TB skin test consists of administering a second TB skin test one week following the read date of the first injection. For students with a previous positive TB skin test, proof of a negative chest x-ray must be on file. Chest x-rays are valid for one year.
- **Pre-Clinical Drug screening** required at the student's expense. Drug screening will be performed at a time and place determined by the Director/Faculty. In addition, random drug and/or alcohol screens may be conducted. **If a drug screen is positive or if the Medical Review Officer documents that a student's prescribed medication could pose a safety risk in safety-sensitive positions, the student will be dismissed from the nursing program. If an alcohol screen is positive, the student will be dismissed from the program.**
- **Background checks/Criminal history record checks** are required at the student's expense **prior to attending the first clinical rotation.** Snead State is contractually obligated to comply with requirements set forth by agencies used for clinical rotation. All nursing students are required to have background checks completed to meet the requirements of clinical agencies. Background checks will be conducted by approved agency. Background checks done by any vendor or agency that is not approved will not be accepted.

Students contract directly with the approved vendor and results are confidential. The clinical agency (ies) will make the decision to approve or deny the student for clinical privileges. The Director of Health Sciences will have access to an approved/denied list, not specific results of the background check.

Refusal of an agency to accept a student will prevent a student from completing the nursing program. The student will be responsible for clearing any denials reported with the approved vendor.

- **Proof of medical insurance prior to first clinical rotation.**
The student is financially responsible for any illness or injury occurring during clinical rotations; Therefore, it is required that students have health, hospitalization, and accident insurance. During clinical rotations, students are not employees of the clinical agency or the College. If injured during clinical rotations, students are not entitled to and will not receive workman's compensation from either the College or the health care facility.
- **Ability to meet the Essential Functions** with or without reasonable accommodations. Any student requiring accommodations must meet with the Disability Services Coordinator. These standards relate to physical, mental, and emotional capabilities of prospective students and must be signed by the student and on file in the nursing office. Additional health criteria may be required by clinical agencies. Students will notify the Director of Health Sciences of any significant changes in health, including pregnancy. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to evaluate the student's ability to perform the academic/clinical requirements. In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury, or surgery, the student will be required to submit verification from the physician that he/she is able to meet all essential functions. Pregnant students must submit a release from an OB/GYN physician that student is able to meet all essential functions at the beginning of each academic semester during the pregnancy and following delivery.

ESSENTIAL FUNCTIONS VERIFICATION

Upon admission to the nursing program, students are required to complete the Essential Functions verification form. This form must be updated if and when the student's status changes. The student must respond on the verification form if he/she fully meets the criteria (100%) or is unable to fully meet the criteria (less than 100%). If the student is unable to fully meet the criteria, an explanation and/or additional information will be required. Reasonable accommodation may be requested. The Snead State Community College Disability Services Coordinator will determine if the accommodations can be met.

The following essential functions are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care:

**THE ALABAMA COLLEGE SYSTEM
NURSING PROGRAM**

ESSENTIAL ADMISSION CRITERIA

The Alabama College System endorses the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

The essential admission criteria delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential admissions criteria include but are not limited to the ability to maintain the following:

1) Sensory Perception

VISUAL

- a) Observe and discern subtle changes in physical conditions and the environment
- b) Visualize different color spectrums and color changes
- c) Read fine print in varying levels of light
- d) Read for prolonged periods of time
- e) Read cursive writing
- f) Read at varying distances
- g) Read data/information displayed on monitors/equipment

AUDITORY

- a) Interpret monitoring devices
- b) Distinguish muffled sounds heard through a stethoscope
- c) Hear and discriminate high and low frequency sounds produced by the body and the environment
- d) Effectively hear to communicate with others

TACTILE

- a) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

OLFACTORY

- a) Detect body odors and odors in the environment

2) Communication/Interpersonal Relationships

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

3) Cognitive/Critical Thinking

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

4) Motor Function

- a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- c) Maintain balance from any position
- d) Stand on both legs

- e) Coordinate hand/eye movements
- f) Push/pull heavy objects without injury to client, self or others
- g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
- h) Walk without a cane, walker or crutches
- i) Function with hands free for nursing care and transporting items
- j) Transport self and client without the use of electrical devices
- k) Flex, abduct and rotate all joints freely
- l) Respond rapidly to emergency situations
- m) Maneuver in small areas
- n) Perform daily care functions for the client
- o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p) Calibrate/use equipment
- q) Execute movement required to provide nursing care in all health care settings
- r) Perform CPR and physical assessment
- s) Operate a computer

5) Professional Behavior

- a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c) Handle multiple tasks concurrently
- d) Perform safe, effective nursing care for clients in a caring context
- e) Understand and follow the policies and procedures of the College and clinical agencies
- f) Understand the consequences of violating the student code of conduct
- g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i) Not to pose a threat to self or others
- j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
- k) Adapt to changing environments and situations
 - l) Remain free of chemical dependency
 - m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
 - n) Provide nursing care in an appropriate time frame
 - o) Accepts responsibility, accountability, and ownership of one's actions
 - p) Seek supervision/consultation in a timely manner
 - q) Examine and modify one's own behavior when it interferes with nursing care or learning

Note: Upon admission, an individual who discloses a disability may request reasonable accommodations. Reasonable accommodations should be directed to the Academic Advisor/ADA Coordinator.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing program and/or its affiliated clinical agencies may identify additional essential functions.

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

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by health care employers.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective college. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions. Requests for reasonable accommodations should be directed to Snead State Community College ADA Coordinator – Tristin Callahan (256) 840-4219. If reasonable accommodations cannot be made, the student will not be able to remain in the nursing program.

SUBSTANCE ABUSE POLICY

I. Philosophy

Faculty members in the Snead State Community College Health Science Programs believe that each student has a personal obligation to practice those health conscious behaviors intended to foster clear and rational decision making as well as the ability to function in a safe and therapeutic manner throughout his/her program of studies.

II. Purpose

As health care professionals, faculty members support a policy wherein each individual providing patient care in a clinical setting or preparing educationally to become a health care provider adheres to high personal health standards. This includes, but is not limited to, the avoidance of mind/behavior altering substances including, but not limited to the abuse of alcohol and/or prescription drugs or illicit drug use. Therefore, the following policy (Section IV) has been adopted by the faculty and is in effect.

III. Licensure Implications

The Alabama Board of Nursing regulates licensure of nursing and sets standards for qualifications for licensure. Grounds for denial of a license include the abuse of, or addiction to, alcohol or other drugs. The document, "Licensure Examination," developed by the Alabama Board of Nursing, states that "The candidate with past arrest or conviction or history of chemical dependency or mental illness is to submit with the application an explanation of the circumstances involved. Each such disciplinary case is determined individually by the Board based upon the evidence presented." All Health Science students must also abide by the Snead State Community College Substance Abuse Policy.

IV. Student Drug Screen Guidelines

As stipulated by the Alabama Board of Nursing and the Alabama Department of Public Health, students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from possible harm due to completion of clinical rotations. This includes drug screening prior to the first clinical experience, random drug and/or alcohol screening at intervals, as well as drug and/or alcohol screening should a student exhibit behaviors indicative of substance abuse. Drug and alcohol screenings are conducted according to the following:

A. Pre-Clinical Screening

All students will receive the drug screening guidelines prior to the first clinical rotation in the Health Science Programs. The Health Science Program will maintain a signed student consent for drug and alcohol screening for each student. Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The school shall assume responsibility for any on-site fees charged by the laboratory for such testing. Student fees will be paid directly to the College. Any student failing to report for screening at the designated time must complete testing with the designated laboratory within 24 hours. Failure to complete drug and/or alcohol screening as required will prohibit the student from completing the required health science courses. Positive drug screens are confirmed by Gas Chromatography/Mass Spectrometry (GCMS). A student who is unable to complete the required courses due to a positive drug or alcohol screen may apply for readmission to the Health Science Programs. The student will be considered for readmission according to the criteria established in section IV.

B. Substance Abuse Verification Process

For the safety and protection of patients, faculty, staff, and students, the Health Science Program may require a student to submit to a screening for drugs and alcohol, which will be conducted at the school's expense, when there is reasonable suspicion to believe that a student is abusing substances.

Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college, of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, 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.
- Conduct inconsistent with the student's normal or usual behavior or erratic behavior, absenteeism, tardiness, dishonesty or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.
- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol or drug related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs or alcohol.

If a clinical agency staff member, student or faculty member observes such behavior, it should be immediately reported to the Program Director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty or staff member. Upon such immediate verification, the student will be informed of and instructed to leave the educational or clinical setting immediately. Such measure will be taken in such a manner as to ensure the privacy of both the reporting individual and the effected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The Director of Nursing and Nursing Instructor will then make an immediate determination if there is reasonable suspicion to screen the student.

If the decision is made to screen the student, the Director of Health Sciences will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected. A student's failure to consent to the screening will result in immediate termination from the Nursing Program.

C. Screening Procedures

- Students must submit a photo ID and social security number at the time of specimen(s) collection.
- The laboratory technician will explain the collection procedure and Chain of Custody Form and provide a sealed collection container.
- Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.

(ALCOHOL SCREEN)

- For alcohol screening, the laboratory technician will unseal a one-use breath test tube to collect the student's breath sample. The Intoxilyzer 200 will be used to test the level of alcohol in the student's breath and a printout will be provided to the laboratory technician. If the student's alcohol level is below .02, the test is considered negative.
- If the student's alcohol level is above .02, a second breath test will be administered fifteen minutes following the first. If the alcohol level of the second breath test is above .02, the test is considered positive.
- **If an alcohol screen is positive, the student will be dismissed from the nursing program.**

(DRUG SCREEN)

- A monitored urine specimen and/or a blood sample will be collected by the laboratory technician.
- In the presence of the student, the laboratory staff will perform a Pro-Screen Rapid test.
- Specimens will be screened for the following:
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cocaine
 - Ecstasy
 - Methamphetamines
 - Opiates
 - Oxycontin
 - Phencyclidine
 - Cannaboids
 - Suboxone
 - Methadone
- If the rapid screen test is positive, the laboratory technician will seal the urine specimen with a tamper proof security seal and affix an identification label with code number in the presence of the student.
- The student will verify the information on the identification label, initial the security seal and read and sign the Chain of Custody Form provided by the laboratory.
- The laboratory technician will sign the Chain of Custody Form and give the student a copy.
- The laboratory technician will forward the sealed urine specimen and/or blood sample and Chain of Custody Form to the laboratory for further testing.
- Positive drug screens will be confirmed by Gas Chromatography/Mass Spectrophotometry (GCMS).
- The student will be informed of any positive drug screening results by the Medical Officer/Physician within seven (7) days of testing
- **If a drug screen is positive or if the Medical Review Officer documents that a student's prescribed medication could pose a safety risk in safety-sensitive positions, the student will be dismissed from the nursing program.**

D. Confidentiality

The Director of Health Sciences will receive all test results which will be maintained in a locked file in the Director's office. Confidentiality of test results will be maintained with only the Dean for Liberal Arts and Academic Success and the student having access to the results with the exception of legal actions which require access to the test results.

E. Appeal Process for Positive Test Results

1. If a student in the Health Science Program tests positive for drugs and/or alcohol, the student will contact the Director of Health Sciences.
2. The student will be responsible for any costs associated with the split specimen.
3. If the student cannot reach an agreement with the Director, the student's next step is to present the documentation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will have four (4) business days to respond.
4. If the student does not reach a satisfactory conclusion with the Dean, the student should appeal to the President of the College.

F. Reinstatement

To be considered for reinstatement, students who withdraw from the Health Science Programs due to a positive drug screen and/or alcohol screen must:

1. Submit a letter from a treatment agency verifying completion of an approved substance abuse program that meets licensure guidelines for the respective discipline.
2. Submit to an unannounced drug and/or alcohol screen at the student's expense prior to readmission.
3. A positive screen will result in ineligibility for readmission.
4. Submit to random drug and/or alcohol screens throughout the program. Any additional positive drug and/or alcohol screen will result in ineligibility for readmission.

V. INJURY DURING CLINICAL

- If you are injured during clinical experiences (needle stick, back injury, etc) you must:
 1. Notify the clinical instructor immediately.
 2. Complete an appropriate incident report.
- The student will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.
- Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

VI. MALPRACTICE INSURANCE

Proof of current malpractice insurance specified by the nursing program for students is required at the student's expense **prior to the first clinical rotation**. Each student must maintain current malpractice insurance while enrolled in nursing school. The malpractice insurance is purchased by the Snead State Department of Health Sciences and the cost is included in student fees.

GENERAL INFORMATION

COLLEGE ACTIVITIES

Students have the opportunity to participate in College-wide student organizations and activities which serve to broaden the total academic experience. Activities and student organizations are described in the *College Catalog*.

Nursing students particularly may be interested in belonging to the Student Nurses' Association. A nursing faculty member serves as an advisor for this organization, which participates at the local, state, and national level. The faculty members encourage students to become active in professional organizations, and this is a great way to start!

FUNDRAISING

All student fundraising proposals must be submitted, in writing, to the Director of Campus Engagement for approval. Fundraising activities cannot begin until approval is received.

USE OF TOBACCO PRODUCTS

Snead State Community College is a tobacco-free campus. Tobacco use is not permitted at any time inside or outside any College-owned building. **Tobacco products are not to be used at any time at any clinical facilities, including parking lots.**

FOOD AND DRINK

It is the policy of Snead State Community College that no food or drinks are allowed in any classrooms, labs, or learning resource center. The Student Lounge is available 8:00am - 4:30pm.

COMPUTER LABS AND INTERNET

COMPUTER RESOURCES ACCEPTABLE USE POLICY FOR STUDENTS

Introduction

These guidelines set forth standards for responsible and acceptable usage of all Snead State Community College (SSCC) computing resources. Computing resources are defined as all SSCC-owned host systems, personal computers, laptops, printers, software, communications devices, peripherals, and supplies. These guidelines supplement existing institutional policies as well as all applicable state and federal laws and regulations.

User Responsibilities

The computing resources at Snead State Community College are intended to support the educational and administrative endeavors of students and faculty/staff. Access to and use of SSCC computing resources is a privilege and therefore should be treated as such. Any violation of this policy could result in privileges being suspended, an official reprimand, expulsion, dismissal from SSCC, and/or criminal prosecution if laws have been broken. The following activities are prohibited on all SSCC computing resources:

1. Altering system software or hardware configurations without authorization of the SSCC IT department.
2. Accessing via the Internet, or any other means, of pornographic, obscene, or questionable material.
3. Installing, copying, distributing, or using software that has not been authorized by the SSCC IT department.
4. Using computing resources for illegal activities.
5. Accessing or attempting to access other users' files, e-mail, or other computing resources without their permission.
6. Allowing unauthorized users to utilize your account.
7. Using computer resources for commercial or profit-making purposes without written authorization from SSCC.
8. Creation and/or distribution of viruses or other destructive programs.
9. Originating or proliferating electronic mail or other messages that may be deemed as obscene or abusive. E-mail is covered under the Electronic Communications Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading, or altering another's email without permission.
10. Violating Alabama Research and Engineering Network policies provided in Appendix A of the Alabama Supercomputer Authority Policy.

ALABAMA SUPERCOMPUTER AUTHORITY POLICY

A. OVERVIEW

The Alabama Supercomputer Network (ASN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). The purpose of this policy is to provide a definition for acceptable use by authorized users of ASN and to indicate recommended action if the policy is violated. In those cases when information is transmitted across regional networks or the Internet, ASN users are advised that acceptable use policies of those networks apply and may limit access.

B. ASA PRIMARY GOALS

The Alabama Supercomputer Authority has been established to

- Enhance university research in Alabama,
- Attract and support high technology industry,
- Expand knowledge and use of computational science.

C. ASN ACCEPTABLE USE POLICY

- All use of ASN must be consistent with ASA's primary goals.
- ASN is for the use of individuals legitimately affiliated with member organizations to facilitate the exchange of information consistent with the academic, educational, and research purposes of its member organizations.
- It is not acceptable to use ASN for illegal purposes.
- It is not acceptable to use ASN to transmit threatening, obscene, or harassing materials.
- Access to the Internet may be provided through an ASA statewide contract with a regional network provider. The contract allows ASA to grant access to the Internet to any governmental, educational and industrial entity through

ASN. Charges may be assessed by ASA to facilitate network connectivity. Reselling of the Internet connectivity and services is prohibited.

- It is not acceptable to use ASN to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- Information and resources accessible through ASN are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use ASN to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

D. VIOLATION OF POLICY

All organizations authorized to access ASN are responsible for informing their users of this acceptable use policy. All users of ASN are required to follow the acceptable use guidelines, both in letter and spirit. ASA reserves the right to monitor and review all traffic on ASN for potential violations of this policy. Violations of policy that are not promptly remediated by individuals and member institutions may result in termination of access to ASN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered “not acceptable.”

CALCULATORS/TAPE RECORDERS/ ELECTRONIC DEVICES

The policy regarding use of calculators, tape recorders, and/or any other electronic devices varies with each course. See each course syllabus for course policy. Cell phones and smartwatches are not permitted during testing at any time.

ACADEMIC INTEGRITY

Personal integrity and responsibility are essential in an educational environment. Students are expected to acknowledge their sources, to use their own words, to do their own work, and never to falsify a record or fabricate data. Students who are academically dishonest undermine the work of honest students. Plagiarism, cheating on tests, or other forms of academic dishonesty will be handled by the individual instructor. In some cases a student may be reported to the appropriate administrative official, may be given a failing grade in the course, and/or may be expelled from college. By registering for courses at Snead State Community College, students are affirming their acceptance of a code of academic honesty and stating that all work they submit is their own.

COMMUNICATION CHANNELS

Should a problem arise during the semester, you should first strive to solve it with the instructor or student involved. If no agreement is reached or dissatisfaction results, you should consult the Director of Health Sciences. Refer to the Snead State *+College Catalog* for student grievance procedures if necessary. If no agreement is reached or dissatisfaction results, the student may appeal to the Vice President for Academic Affairs, whose decision is final.

STUDENTS ACCESS TO INSTRUCTORS

Students will be able to meet with their instructors during designated office hours. Office hours are posted outside each faculty member's office. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

PARTICIPATION IN PROGRAM OF LEARNING

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors, through participation in faculty meetings, and through evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of the semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. Students are asked to evaluate the entire curriculum at the completion of the program and within six months after graduation.

CLASSROOM POLICIES

COURSE EVALUATION

A minimum grade of “C” in theory (75 or above) and “satisfactory” clinical performance is required to complete a course successfully.

A=Excellent (90–100); B=Good (80-89); C=Average (79–75)

If clinical performance is “unsatisfactory” and the theory average is 75 or above, a grade of “D” will be assigned for the course. If clinical performance is “satisfactory” and the theory average is below 75, a grade of “D” will be assigned for the course.

ATTENDANCE POLICY/ TARDINESS

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all announcements, content covered in class, and for any assignments. Students who miss 25% or more of class/lab time should officially withdraw from the course or receive a failing grade. See individual course syllabi. Three tardies are equal to one absence.

COURSE SYLLABI

Each nursing course has a syllabus that is the student teacher contract for that specific course. The syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to understand fully the expectations of the course. If you have questions or need clarification, make an appointment with the faculty member. Syllabi are projections of activities that will take place over several months; However, teachers may modify activities to fit unforeseen circumstances. All changes will be clearly announced in class.

CLASSROOM INTERACTION

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

Unsanctioned talking, use of cell phones and/or computers, eating, sleeping, and reading unrelated material during class is considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment.

Teachers will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed.

RESPONSIBILITY IN TEACHING AND LEARNING

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students should follow a teachers' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. Extracurricular activities, including jobs, should not affect teachers' expectations or interfere with students' preparation for classes. Teachers will use their expertise and experience to prepare and present the subject of a course in the best possible way.

Teachers (that is, *anyone* who teaches) will do their best to provide a disciplined yet comfortable and supportive classroom environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and full-time students should consider “studenting” to be a full-time job.

Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

FACULTY TUTORING

Faculty tutoring sessions, if offered, must be available to all students enrolled in the course. Students should not miss class, clinical, or lab to attend tutoring sessions. Resources and documents used during tutoring sessions must be shared with all students enrolled in the course via Blackboard.

TESTING

Students of Snead State Community College Nursing Program will be required to take designated nationally normed tests throughout the curriculum. The cost of the exams will be included in the student fees. Students must take the exams at assigned times. All exams are monitored. Basic competence in the use of computers is required.

TESTING PROCEDURE

Exams will begin no sooner than 5 minutes after the scheduled student arrival time. Cell phones and Smart watches are not allowed in the testing area. A scratch sheet and pen/pencil will be given to each student and must be returned with their name on the sheet before exiting from the exam. Students will be allowed 1.4 minutes per question item on the exam. While testing, students are not allowed to look at any other student's computer screen or work. Students are not allowed to have any other browser or software open other than the one for the exam. Proctors will monitor students during testing to assure academic honesty. Any perceived cheating will be investigated as actual cheating.

EXAM REVIEW FOR STUDENTS

Exam reviews may be given at the discretion of the instructor. If the student has a question about a test item, the question should be written on the back of the scratch sheet and given to the proctor prior to leaving the exam area. The proctor will have 2 stacks of scratch papers, one with questions and one without questions. The proctor will not answer questions concerning exam content. The instructor will address questions about exam items via Blackboard messages. Test items will not be discussed with the students, no exceptions. Exam results will be released within 48 hours of exam completion. Any student with concerns about their grade average (not test items or exams) should make an appointment with the instructor to discuss the matter in private.

REMEDIATION

Remediation is mandatory for all students not scoring a minimum of 75% on each exam during the semester. Remediation involves attending a Pathway for Achieving Academic Success (PASS) Session. These sessions will be offered at a designated time after each exam. PASS sessions will include (but are not limited to) discussion and assignments, both in and out of class, on the content from the previous exam that the student did not pass. Additional assignments may be given at the discretion of the instructor depending on the content covered and student performance on the exam. Failure to attend a scheduled PASS Coaching Session and/or failure to turn in remediation assignments will result in the student not being permitted to sit for the next scheduled exam.

GRADE ADJUSTMENTS

Any grade adjustment(s) will be at the discretion of the instructor.

CLINICAL POLICIES

CLINICAL EVALUATION / APPRAISAL

Purpose: The purpose of the evaluation/appraisal is to ascertain that the student has met measurable objectives deemed necessary for the competent practice of nursing.

1. Students are evaluated each clinical day.
2. Appraisal will be completed to reflect each student's performance. Student performance will be evaluated as Independent/Supervised/Minimal Assist (S), Occasionally Dependent (D), Frequently Dependent (NI), Unsafe (U), or Not Applicable (NA), when appropriate.
3. The following constitutes a failure of the clinical component of a course:
 - More than 2 U's (Unsafe) in any row or
 - More than 3 NI's (Frequently Dependent) in any row or
 - A combination of more than 4 NI's (Frequently Dependent) and U's (Unsafe) in any row.

Students will be dismissed from the clinical and/or program of study for unethical, immoral, illegal, or unsafe clinical practice. Examples of this unacceptable practice include, but are not limited to: 1) breach in confidentiality, 2) administering medications without a faculty member, 3) leaving the clinical facility without notifying faculty.

CONFIDENTIALITY

All patient/client information is confidential. As stated in the ANA Code of Ethics, “The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient,” which includes the duty of the nurse to maintain patient confidentiality. Protecting patient confidentiality is now the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the nursing program who are involved in the student’s education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- Email correspondence with faculty should also be treated confidentially, and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in clinical paperwork, case presentations, or on notes.
- Photocopying or faxing of client records is **NOT** permitted in any clinical setting.

SAFETY

Safety procedures and universal precautions are covered as they relate to the content area and are reinforced throughout the duration of the program. It is the student’s responsibility to seek guidance from an appropriate resource if they have any doubts, questions, or concerns regarding correct procedure.

LEGAL RESPONSIBILITIES IN CLINICAL SETTING

Nursing is one of the professions regulated by the legislative bodies of each state or jurisdiction of the United States to protect the health, safety, and welfare of the public. The laws are designed to prevent incompetent persons from practicing the professions by establishing minimum standards to be met for licensure.

As part of their educational program, student nurses are entrusted with the responsibility of providing certain kinds of nursing care to clients/patients. In several court decisions, the courts have taken the position that anyone who performs duties customarily performed by professional nurses is held to the standards of professional nurses. Thus, a student nurse is held to the standard of a professional nurse and will be personally liable for negligence if injury results.

It is the responsibility of the clinical instructor to determine that the student nurse has demonstrated reasonable competence to render safe nursing interventions. If the clinical instructor’s evaluation of the student nurse’s behavior or health status indicates that the student is unlikely to provide safe nursing care, the clinical instructor has the legal responsibility to deny, **and will deny**, the student nurse access to clinical learning experience.

STUDENT BEHAVIOR

The Snead State Health Sciences Department does not exercise control over the conduct of nursing students in their private lives; However, when a group of students or an individual student acts as a recognized representative of the Snead State Community College Nursing Program or participates in an off-campus activity sponsored by the Health Sciences Department, appropriate standards of conduct will be prescribed. Any conduct by a nursing student shall be subject to review and appropriate action taken by the Health Sciences Department whenever it appears that the conduct has resulted in a hindrance or restriction of educational purposes or processes of the Health Sciences Department or when that conduct demonstrates a threat to the safety and well-being of others.

If at any time prior to graduation and during the course of participation in professional training as a nursing student or in fulfilling other responsibilities as a Snead State Community College student, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student’s ability to fulfill his or her responsibilities as a student, it will result in appropriate corrective action, which may include suspension or expulsion from the nursing program. Such behavior is defined to include, but not necessarily limited to, any of the following: failure of a student to notify appropriate persons of absence from scheduled learning experiences; dishonesty in interactions with

staff or instructors; failure to adhere to required dress code; unsafe practices; the use of inappropriate language; being consistently late in fulfilling scheduled responsibilities or failure to fulfill appointments; or failure to maintain confidentiality in matters related to educational responsibilities.

The demonstration of severe physiological or psychological disorders that interfere with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities as a nurse will be cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of endeavor can result in suspension or expulsion from the nursing program.

Abuse of alcohol which interferes with a student's ability to fulfill academic or professional responsibilities in the nursing program or the illegal use of other drugs and substances will result in suspension or expulsion from the nursing program.

UNSATISFACTORY BEHAVIOR POLICY

Definitions of Unsatisfactory Behavior

An unsatisfactory behavior, "U," is defined as any behavior that jeopardizes the instructor, staff, and/or client's physiological or psychological well-being, whether or not actual injury occurs.

Examples of Unsatisfactory Behaviors (but not limited to)

1. Inability to demonstrate competence in the performance of skills learned by assigned date and thereafter.
2. Inability to use therapeutic communication techniques to interact with clients, families, and/or members of the health care team.
3. Failure to report significant observations about clients to the instructor and/or charge nurse.
4. Administering medication without observing all six (6) patient rights: (The **RIGHT** drug and the **RIGHT** dosage must be given to the **RIGHT** client at the **RIGHT** time by the **RIGHT** route with the **RIGHT** documentation.)
5. Failure to provide physiological or psychological safety for the client.
6. Demonstration of a judgmental attitude by criticizing others.
7. Failure to assume accountability for one's actions:
 - Failure to notify instructor of medication error
 - Failure to adhere to uniform policy
 - Failure to notify instructor if unable to attend clinical
 - Tardiness
 - Failure to turn in written assignments by assigned date
8. Breach of confidentiality.
9. Failure to comply with program health requirements.
10. Failure to maintain CPR certification.
11. Failure to purchase professional liability insurance.
12. Failure to maintain medical insurance policy.
13. Dishonesty in written communication including copying someone else's work or forging a signature.
14. Failure to ensure direct observation by one's clinical instructor or the instructor's designee of any invasive procedure.
15. Theft of property.

Consequences of Unsatisfactory Behavior(s)

1. If a student receives a "U" during a clinical experience, he/she may be dismissed from that clinical session. All missed clinical time must be made up within the *current* semester.
2. **Failure to meet required clinical/course objectives will result in inability to progress within the nursing program.** Three (3) "U's" during one semester are grounds for immediate termination from the currently enrolled nursing course, regardless of theory grade.
3. The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.
4. Dismissal and permanent removal from the program may occur in cases of extreme circumstances that result in potential or actual harm to any individual, pending due process procedures.

ATTENDANCE POLICY/ TARDINESS

(CLINICAL)

The student will assume responsibility for punctual and regular clinical attendance. In the event a student must arrive late or will be absent, it is the student's responsibility to notify the instructor. Due to clinical responsibilities, students who arrive late will not be allowed to assume care of assigned client(s). A student who arrives more than 15 minutes late will be deemed absent, dismissed from that clinical session, and be assigned a grade of "unsatisfactory" for clinical performance. Three tardy events in clinical constitute a clinical absence.

In clinical rotations, only one absence will be considered for makeup. Clinical makeups will be scheduled during the final week of the term. Assignments are at the discretion of the faculty and will be consistent with missed work. These may include, but are not limited to, computer simulation, written work, and/or attendance at clinical. **Failure to make up the missed clinical rotation will result in inability to meet required clinical/course objectives and will result in failure of the course.** There are no excused or unexcused absences. **A second absence during clinical rotations will result in inability to meet required clinical/course objectives and will result in failure of the course. Failure to meet required clinical/course objectives will result in inability to progress within the nursing program.**

(LECTURE/LAB)

Students are expected to attend all classes and campus labs for which they are registered. Each student should be punctual and regular in attendance. Students who are unable to attend class and labs regularly, regardless of the reason or circumstance, should withdraw from that course before poor attendance interferes with the student's ability to achieve the objectives required in the course. Late arrival counts as one-third of an absence. From time to time, roll may be called at the end of class or lab. Students who leave early will miss roll call and be counted absent.

Students are allowed two attempts to pass skills validation. If a lab is missed on a validation day, it is the responsibility of the student to reschedule validation skills within one week. An absence on validation day is considered one attempt. Failure to notify the instructor will be considered the second validation attempt. Make-up labs will be posted.

Students who miss more than 25% of class/lab time should officially withdraw from the course. Students with excessive absences who do not withdraw from the course will receive a failing grade. Withdrawal from class can affect eligibility for federal financial aid. **A withdrawal and/or failing grade will prohibit progression in the nursing program.** Three tardies are equal to one absence. Instructors are not responsible or allowed to drop students from classes. See individual course syllabi.

(MAKE-UP EXAMS)

Make-up exams are given on a designated day at the end of the semester. **Students are allowed only one make-up exam.** There are no excused or unexcused absences. **If a student misses more than one exam, he/she will not be allowed to make-up the exam.** The student has the right to appeal to the Vice President for Academic Affairs.

Make-ups exams may be different from the scheduled exam. The format of the exam is at the discretion of the instructor and may include essay-type questions.

CLINICAL PAPERWORK

Requirements for satisfactory completion of nursing care plans vary with each nursing course. See each nursing course syllabus for requirements. Clinical paperwork must be submitted on the determined due date. Paperwork that is not submitted by the determined due date may be considered unsatisfactory.

UNIFORM GUIDELINES

Patients and family members need reassurance that the people with whom they are dealing are professional. Snead State recognizes that appearance greatly impacts our customer opinions. For these reasons, Snead State Community College nursing department has adopted the following policy: The following guidelines shall apply to all students. If conflicting and/or more specific or stringent department guidelines exist, the department-specific guidelines shall apply.

Clothing

Official uniform must be worn as designated by Snead State nursing department. Uniform must be freshly laundered, pressed, and in good condition. All clothing must fit properly and be appropriate. If a uniform dress/skirt is worn, it should be no shorter than the top of the knee. All white undershirts should have sleeves that come to approximately the elbow or longer and shall be tucked in pants unless the shirt has waist pockets and is specifically designed to be worn outside of pants.

Lab coats must be white with official Snead State nursing Patch required for all students.

Solid Gray, **White or Black Hosiery/Socks** (completely covering the ankle) must be worn. Gray, white or black crew or knee socks may be worn with pantsuits and white hose should be worn with dress style uniforms.

Undergarments (including underwear, bras, and/or t-shirts) should be worn. Undergarments (including bra straps) should not be visible.

- Shoes** Safety, comfort, appearance, and noise are the main considerations for acceptable footwear. **Clean laces and shoes are to be worn in the clinical agency. Un-patterned white, gray and/or black are acceptable. Closed toe and closed heel shoes required.** If unsure about shoe selection, have your shoe approved prior to clinical. Shoes must be entirely laced. Nursing uniform shoes or tennis shoes may be worn. Shoe covers may not be worn outside the clinical department for any reason.
- Jewelry** Must be kept simple and to a minimum. **The only jewelry items considered acceptable are** wedding bands, watch with a second hand, and small plain stud type earrings (one per ear). Examples of unacceptable jewelry items would include, but are not limited to, bracelets (ankle or wrist), nose studs, belly rings, lip or ear cuffs, tongue studs, and eyebrow studs.
- Perfume** Perfume or cologne **shall not be worn** in the clinical area.
- Hair** **(Includes beards, sideburns, mustaches, goatees, etc)** Must be clean and confined so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. Eccentric hair or otherwise extreme hairstyles, including unnatural colors (i.e. pink, orange, purple) for either men or women are not permitted.
- Nails** Fingernails should be kept clean, short, and neatly shaped. Polish may not be worn. **No acrylic nails or nail tips.**
- Personal** Students are expected to maintain **necessary personal hygiene** including bathing daily, shampooing hair, good oral hygiene, and using underarm deodorant. Frequent and thorough hand washing is required in the clinical setting.
- ID Badge** All students **must wear Snead State identification badge** when in uniform. The badge should be worn picture-side out on upper part of body (lapel area).
- Smoking** Students **will not smoke** while in student uniform. No cigarette smoke odor should be present on student uniform.
- Gum** Student **will not chew gum** while in clinical setting.
- Tattoos** Tattoos and other unnatural body markings **should be covered** while in the clinical setting.
- Other** Students are expected to **bring necessary supplies** to clinical setting (example: stethoscope).

CELL PHONE USE

Cell phones and smart watches are not allowed in the clinical area. No exceptions. If a student's cell phone is seen or heard in the clinical facility, the student will be dismissed from the clinical experience for the day; this will result in an unsatisfactory evaluation, and will be considered a clinical absence that will require a Clinical Makeup Presentation.

If a student is reported by a facility staff member as having or using a cell phone or smart watch during a clinical experience, this will result in an unsatisfactory evaluation, and will be considered a clinical absence that will require a Clinical Makeup Presentation.

Students must comply with all policies (including uniform policies) specified by clinical agencies.



Snead State Community College Nursing Student Handbook & Nursing Program Policies Acknowledgement Form

By signing below, I acknowledge that I have received a copy of the 2020-2021 *Snead State Community College Nursing Student Handbook*. I also acknowledge that I have read and agree to abide by all policies listed therein throughout my enrollment in the Associate Degree Nursing program.

Statement of Understanding Background Screen Checks

I understand that any student who enrolls in the Snead State Community College Nursing Programs and desires to participate in courses which have a clinical component will be required to have a Background Screen Check. The background screen check will be conducted prior to attending clinical. A student who is refused acceptance for clinical experience due to positive background screen will not be able to complete the clinical component of the required courses and will not receive a passing grade for the course.

Statement of Understanding Pre-Clinical Drug Screen

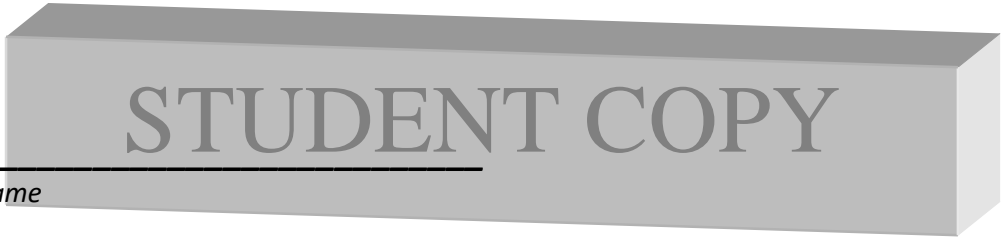
I understand that any student who enrolls in the Snead State Community College Nursing Programs and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. The initial pre-clinical drug screen will be conducted prior to attending clinical. The student must abide by the College's Drug Screen Policy and Agency Clinical Policy for which the student is assigned clinical practice. This policy includes random and reasonable suspicion drug and alcohol screening.

Statement of Understanding Student Classroom Behavior

I understand that students are expected to give courtesy to others while in class, show a willingness to respond to questions and participate in class discussions, and have a lively interest in the subject matter, as evidenced by alertness and attentiveness during classroom activities. The College and the nursing programs have "zero tolerance" for disruptive class behavior. Since enrollment in college is by choice, students who fail to demonstrate common courtesy and cooperation in the classroom are choosing, by their behavior, to cancel their enrollment. The Dean of Academic Services will be notified of all such violations, and appropriate steps taken. Also, I understand that food and drink are not permitted in the classroom. Special health problems will be considered on an individual basis. Visitors (including children) are not allowed in the classroom.

Statement of Understanding the Possibility of Nontraditional Work Hours and Week-end Assignments

I understand that due to the large number of nursing students in our area, there may be some nontraditional work hours, including nights and week-end assignments.



Student Printed Name

Student Signature

Date

SNEAD STATE COMMUNITY COLLEGE
Department of Health Sciences

****SAMPLE****

STUDENT EXPOSURE INCIDENT REPORT -

(Please Print)

STUDENT'S NAME _____

SOCIAL SECURITY NUMBER: _____

DATE OF INCIDENT: _____ TYPE OF INCIDENT: _____

LOCATION OF INCIDENT (Specify clinical agency, area): _____

POTENTIALLY INFECTIOUS MATERIALS INVOLVED:

BLOOD : _____

OTHER (Specify): _____

TYPE OF EXPOSURE:

NEEDLESTICK: _____ TO WHICH BODY PART: _____

CONTACT OF BARE SKIN WITH BLOOD/OTHER (Describe the part of the body exposed, the condition of the skin, amount of potentially infectious materials): _____

CONTACT OF MUCOUS MEMBRANES, EYES, AND/OR MOUTH WITH BLOOD/OTHER (Describe the part of the body exposed and amount of potentially infectious material): _____

DESCRIBE ANY INJURIES SUFFERED IN THE EVENT: _____

NAME OTHER PERSONS EXPOSED OR INJURED: _____

PERSONAL PROTECTIVE EQUIPMENT BEING USED AT THE TIME OF EXPOSURE: _____

WITNESS TO EXPOSURE INCIDENT: _____

BRIEFLY DESCRIBE EXPOSURE INCIDENT (Work being performed, how incident was caused, estimation of duration of exposure): _____

ACTIONS TAKEN (Persons involved, decontamination, clean-up, reporting, etc): _____

RECOMMENDATIONS FOR AVOIDING REPETITION: _____

SOURCE OF EXPOSURE KNOWN? YES _____ NO _____

WAS BLOOD TESTING DONE ON EXPOSURE SOURCE? YES _____ NO _____

IF NO, WHY NOT? _____

WERE YOU TOLD BY YOUR CLINICAL LAB INSTRUCTOR TO KEEP THE NAME OF THE SOURCE CONFIDENTIAL?

YES _____ NO _____

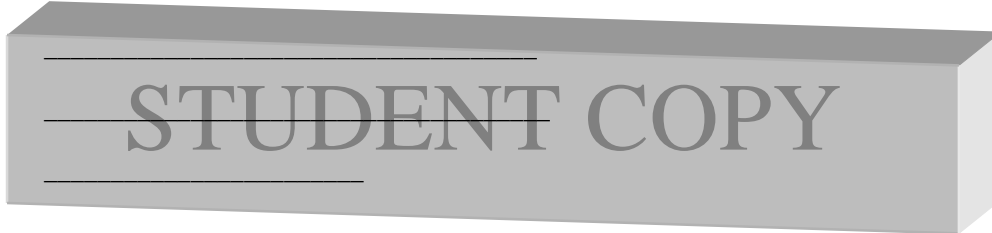
**SNEAD STATE COMMUNITY COLLEGE
COMPUTER RESOURCES POLICY
STUDENT ACKNOWLEDGEMENT FORM**

I agree to abide by the Instructional Computer Resources Acceptable Use Policy for SSCC, which is posted in the computer labs and on pages 173-174 of the *2018-2020 College Catalog*.

Student Printed Name: _____

Student Signature: _____

Date: _____



**SNEAD STATE COMMUNITY COLLEGE HEALTH SCIENCE PROGRAMS
ACKNOWLEDGEMENT OF DRUG SCREEN REQUIREMENT**

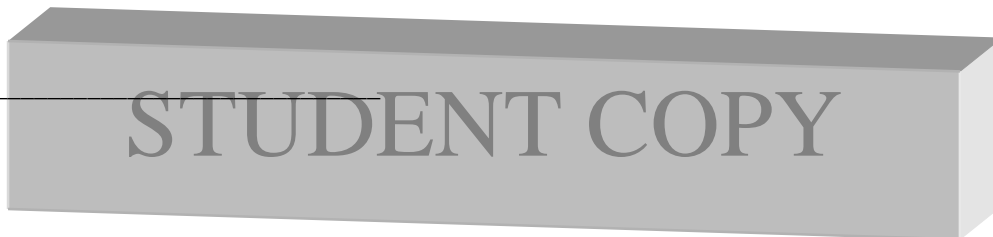
I understand that prior to the first clinical rotation, I must submit to a drug screen by a certified laboratory, designated by the College. In addition, I understand that I may be required to submit to random and reasonable suspicion drug and/or alcohol screening by a certified laboratory, designated by the College. I further understand that if I fail to provide a certified negative drug and/or alcohol result, I will be unable to participate in the Health Science Programs at Snead State Community College.

By signing this document, I am indicating that I have read, understand, and voluntarily agree to the requirement to submit to a drug screen and/or alcohol screen. A copy of this signed and dated document will constitute my consent for the certified laboratory performing the drug and/or alcohol screen to release the original results of any drug and/or alcohol screen to Snead State Community College.

I further understand that my continued participation in Snead State Community College Health Science Programs is dependent upon satisfaction of the requirements of the Snead State Community College drug and alcohol screening program.

Signature

Printed Name



Date

STUDENT COPY

**SNEAD STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH SCIENCES**

SOCIAL MEDIA USE - STUDENT ETHICAL CONTRACT

This policy is to help clarify how to best protect the personal and professional reputations and privacy of our institution, employees, students, clinical partners and patients. Nursing students are liable for all forms of communication.

Definition of Social Media: For the purposes of this policy, social media is defined as any form of online publication or presence that allows end users to engage in conversations in or around the content of an internet website. Examples include, but are not limited to: Facebook, Twitter, LinkedIn, and YouTube.

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession.

Snead State Department of Health Sciences prohibits Associate in Applied Science Degree Nursing students from discussing matters related to nursing classes, labs and/or clinicals through any social media platform while enrolled in the Nursing Program.

Cell Phone Use: Use of mobile devices during clinical is limited to pre/post conference and only for the purpose of accessing online clinical resources. Use of cell phone cameras to record photos or video at the clinical facility is strictly prohibited.

By signing below, I acknowledge that I have received a copy of the Snead State Community College Department of Health Sciences Student Social Media Use Ethical Contract. I also acknowledge that I have read and agree to abide by all policies listed therein throughout my enrollment in the Associate in Applied Science Degree Nursing program. I understand that violation of this policy will result in disciplinary action up to and including dismissal from the nursing program.

Student Printed Name

STUDENT COPY

Student Signature

Date