

# Southern Union

State Community College  
Health Sciences Division

## Nursing Program Student Handbook



2014-2015

## Quick Reference

<u>Your Problem/Issue</u>	<u>Where to Find It!</u>
Academic Probation/Suspension .....	Student Services
Admission Information.....	Admissions Office
Academic Advisement .....	Advising Personnel (Opelika/Wadley)
Alabama Virtual Library.....	Learning Resource Center
Career Planning Information.....	Administration Building
Catalog & College Applications.....	Administration Building
Counseling Services.....	Director of Student Development
Drop a Class .....	Student Services, Health Sciences Advisor (Opelika)
Drop-Add Form.....	Student Services
Extracurricular Activities.....	Director of Student Life, Wadley Campus
Financial Aid, Student Loan, Scholarship.....	Financial Aid Office
GI Bill, Veteran's Benefits.....	Financial Aid Office
Grade Report (Transcript) .....	Student Services
Hair Styling.....	Cosmetology Dept., Downtown Opelika Campus
Health Records.....	Health Science Building, Opelika Campus
I.D. (Identification) Card.....	Learning Resource Center
Library Fines .....	Learning Resource Center
Math Tutoring.....	Learning Resource Center
Parking Permit.....	Business Office
Part-Time Work.....	Financial Aid Office
Placement Testing.....	Technical Bldg., Opelika Campus
Students with Disabilities.....	Gary Branch, HAC Bldg., Opelika Campus
Register for Classes.....	Student Services
Tutorial Information.....	Learning Resource Center

**THE CONTENT IN THIS HANDBOOK SUPERSEDES THE COLLEGE AND STUDENT HANDBOOK.**

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## INTRODUCTION

Welcome to the Nursing Program at Southern Union! You join a very select group of students who have attended Southern Union's nursing program since 1977. You are joining a distinguished group of men and women who have graduated from the Nursing Program at Southern Union, passed the licensure examination, and entered the employment setting with skills second to none. Southern Union has an excellent reputation, primarily because of the graduates' performance and attitude following graduation.

Southern Union 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.**

After you have read this handbook, please sign the agreements in the *Agreement* section of this handbook and return the form(s) to the Course Coordinator. These signed agreements will be placed in your permanent file.

The graduates who preceded you significantly shaped this nursing program by offering valuable observations, opinions, suggestions, criticisms, and insight from a student's perspective. Your input as a student, and later as a graduate, is equally important to this nursing program, college, and community.

Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you. Again, welcome to Southern Union.

### NURSING FACULTY

Elaine McGhee RN, MSN  
Chair of Nursing

Rhonda Davis, RN, MSN  
Dean of Health Sciences

## **PROGRAM INFORMATION**

### **STATE APPROVAL & NATIONAL ACCREDITATION STATUS**

Southern Union State Community College's nursing program is fully approved by the Alabama State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The last self-study and on-site visit from the Alabama Board of Nursing was in Fall, 2002 and from the National League for Nursing Accrediting Commission (name changed to Accreditation Commission for Education in Nursing) in Fall, 2006. Comments or complaints can be directed to:

Alabama Board of Nursing  
RSA Plaza, Suite 250  
770 Washington Avenue  
Montgomery, AL 36130-3900  
(334) 242-4060

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE  
Suite 850  
Atlanta, Georgia 30326

# NURSING PROGRAM PHILOSOPHY

## Mission

Our mission is to prepare students 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. Learning is enhanced by 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 standards from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

**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)

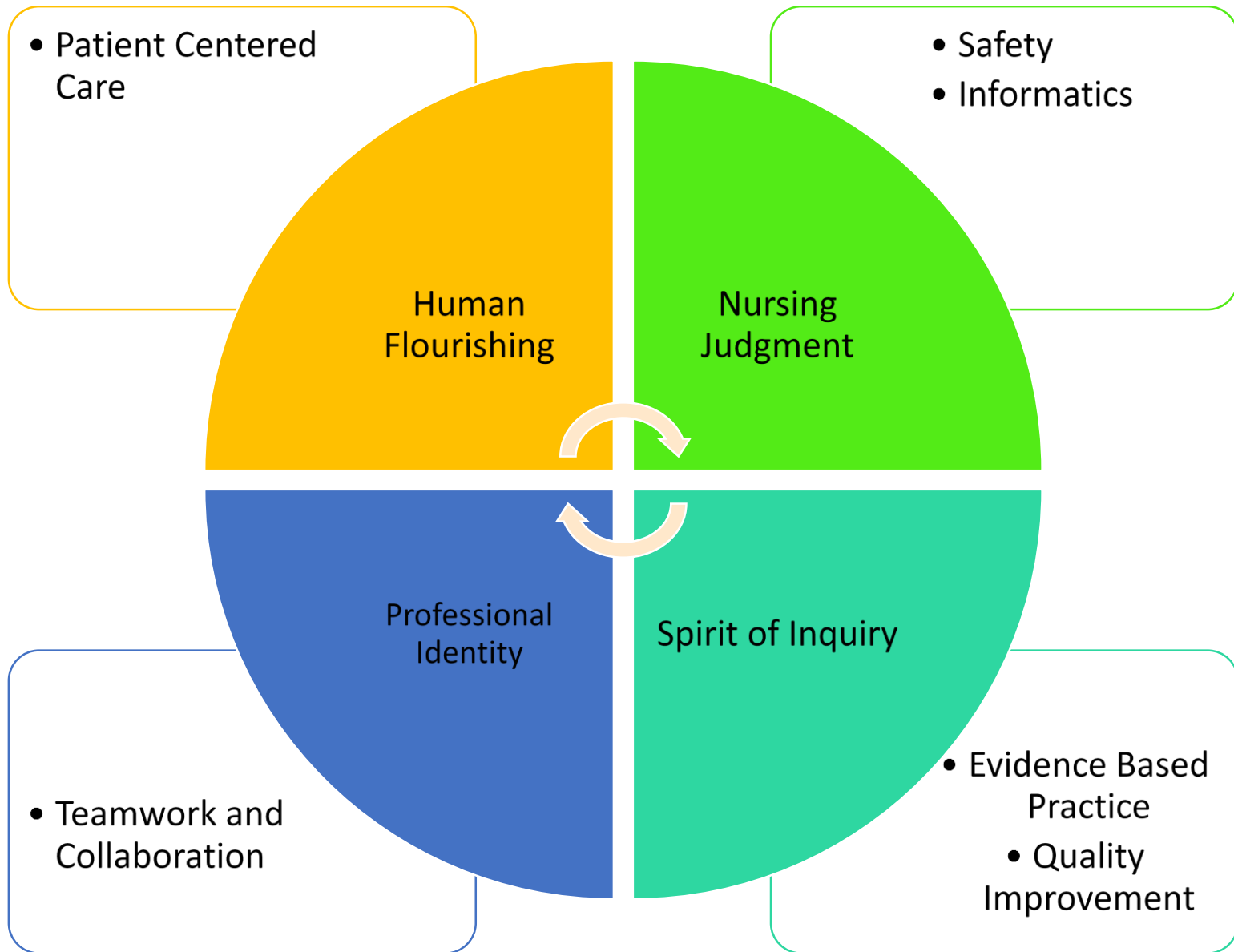
**Quality Improvement** – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)

## Conceptual Framework

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care to in an ever changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.





## *The Alabama College System* **Nursing Program Outcomes**

- Performance on Licensure Exam—
  - The licensure exam pass rate will be at or above the national mean for first-time writers.
- Program Completion—
  - 75% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
    - Associate degree nursing--eight semesters
    - LPN-RN mobility option with NUR 200--six semesters
    - LPN-RN mobility option without NUR 200--five semesters
    - Paramedic -RN mobility option--five semesters
    - Practical nursing--five semesters
    - Part time practical nursing and associate degree programs - one and one half times the semester length of the program.
- Program Satisfaction -
  - 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.
  - At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.
- Job Placement-
  - At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

### **ADN DEGREE REQUIREMENTS**

1. Earn a minimum of 25% of all credits applied to the degree at Southern Union.
2. Complete at least 18 semester hours in discipline-specific courses required in the program of study at Southern Union.
3. Successfully complete a program of assessment.
4. Earn total credit hours (including transfer and native) equal to the minimum number of credit hours required in the program at the time the degree is granted.
5. Complete all requirements for graduation at Southern Union within one calendar year from the last term of attendance.
6. Comply with all formal procedures for graduation in accordance with College policy. See College Catalog.

## Standard ADN Nursing Curriculum (RN)

### First Semester

Course	Theory	Lab	Clinical	Credit	Contact
Math 100 or Higher Level	3			3	3
Human Anatomy and Physiology I BIO 201	3	1		4	5
Fundamentals of Nursing NUR 102	3	2	1	6	12
Health Assessment NUR 103		1		1	3
Introduction to Pharmacology NUR 104		1		1	3
<b>Term Total</b>	<b>9</b>	<b>5</b>	<b>1</b>	<b>15</b>	<b>26</b>

### Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
English ENG 101	3			3	3
Human Anatomy and Physiology II BIO 202	3	1		4	5
Adult Nursing NUR 105	5	1	2	8	14
Maternal and Child Nursing NUR 106	4		1	5	7
<b>Term Total</b>	<b>15</b>	<b>2</b>	<b>3</b>	<b>20</b>	<b>29</b>

### Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
Psychology PSY 200	3			3	3
Microbiology BIO 220	2	2		4	6
Nursing Through the Lifespan I NUR 201	3		2	5	9
<b>Term Total</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>18</b>

### Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
Speech SPH 106 or SPH 107 or SPH 116	3			3	3
Human Growth and Dev PSY 210	3			3	3
Nursing Through the Lifespan II NUR 202	3		3	6	12
<b>Term Total</b>	<b>9</b>		<b>3</b>	<b>12</b>	<b>18</b>

### Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective	3			3	3
Nursing Through the Lifespan III NUR 203	4		2	6	10
Role Transition for the Registered Nurse NUR 204 (Preceptor 3:1)	2		2	4	8
<b>Term Totals</b>	<b>9</b>		<b>4</b>	<b>13</b>	<b>21</b>

**Total Credit Hours: 72 Hours**  
**Total Contact Hours: 1680 (112 X 15)**  
**General Education: 30 Hours (41.7%)**  
**Nursing Hours: 42 Hours (58.3%)**

### APPROVED HUMANITIES ELECTIVES

In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance. Southern Union offers the following classes that are transferable to four-year institutions.

ART	100	Art Appreciation	ENG	271	World Literature I
ENG	272	World Literature II	MUS	101	Music Appreciation
HUM	101	Intro to Humanities	IDS	102	Ethics
THR	120	Theatre Appreciation *			Foreign Language

## STANDARD PN NURSING CURRICULUM (LPN)

Course Term	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
<b>First Semester</b>								
NUR 112 – Fundamentals Concepts of Nursing	4	4	2	6	1	3	7	13
MTH 110 (or Higher)	3	3	0	0	0	0	3	3
PSY 200 – General Psychology	3	3	0	0	0	0	3	3
BIO 201 – A & P I	3	3	1	2	0	0	4	5
<b>Total</b>	<b>13</b>	<b>13</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>3</b>	<b>17</b>	<b>24</b>
<b>Second Semester</b>								
NUR 113 – Nursing Concepts	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
<b>Total</b>	<b>13</b>	<b>13</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>9</b>	<b>18</b>	<b>27</b>
<b>Third Semester</b>								
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
<b>Total</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>13</b>	<b>21</b>

Academic and Nursing Theory Contact Hours	525
Academic and Nursing Lab Contact Hours	195
Nursing Clinical Contact Hours	<u>360</u>
<b>Total Program Contact Hours</b>	<b>1080</b>

## MOBILITY OPTION LPN TO ADN

Prerequisite Courses:

- Math 100 (or Higher Level Math) **Math 116 is not acceptable.**
- BIO 201 Human Anatomy and Physiology I (4 credit hrs)
- BIO 202 Human Anatomy and Physiology II (4 credit hrs)
- ENG 101 English Composition (3 credit hrs)

Total Prerequisites = 14 credit hours

**Valid, unencumbered Alabama LPN License required prior to application of NUR 200 or NUR 201 if a Track II student (ACCS graduate who applies within 2 years).**

### First Semester

Course	Theory	Lab	Clinical	Credit	Contact
Nursing Mobility NUR 200	3	1	1	5	9
<b>First Semester Total</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>9</b>

### Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
Psychology PSY 200	3			3	3
Microbiology BIO 220	2	2		4	6
Nursing Through the Lifespan I, NUR 201	3		2	5	9
<b>Second Semester Total</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>18</b>

### Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
Speech SPH 106 or SPH 107	3			3	3
Human Growth and Dev PSY 210	3			3	3
Nursing Through the Lifespan II NUR 202	3		3	6	12
<b>Third Semester Total</b>	<b>9</b>		<b>3</b>	<b>12</b>	<b>18</b>

### Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective	3			3	3
Nursing Through the Lifespan III NUR 203	4		2	6	10
Role Transition for the Registered Nurse NUR 204 (Preceptor 3:1)	2		2	4	8
<b>Fourth Semester Totals</b>	<b>9</b>		<b>4</b>	<b>13</b>	<b>21</b>

(Students who have successfully completed NUR 200 will be awarded 16 additional non-traditional hours at completion of the Mobility Program).

## MOBILITY PARAMEDIC TO ASSOCIATE DEGREE NURSE CURRICULUM

In addition to the general admission requirements for the College and the nursing program, admission to the Associate Degree Nursing Mobility program for paramedics requires:

- a. Applicant meets all nursing program general admission requirements
- b. Associate in Applied Science Degree in Paramedic or degree equivalency.
- c. An unencumbered or non-restricted license as a Paramedic in Alabama.
- d. Completion of prerequisite general education courses with a minimum grade of “C”. Courses are:
  - BIO 201 Human Anatomy and Physiology I (4 credit hours)
  - BIO 202 Human Anatomy and Physiology II (4 credit hours)
  - BIO 220 General Microbiology (4 credit hours)
  - ENG 101 English Composition (3 credit hours)
  - PSY 200 General Psychology (3 credit hours )
  - SPH 107 Fundamentals of Public Speaking (or SPH 106)
  - MTH 100 Intermediate College Algebra or higher level
  - HUM Humanities Elective
- e. One (1) year work experience as licensed paramedic within the last twenty (20) months.
- f. Application for paramedic to Associate Degree Nursing Program.

After meeting minimal requirements, applicants are rank-ordered for acceptance using a points system based on the preadmission examination score and quality points from selected college courses. Students who have completed 12 semester credit hours of required academics for nursing at SUSCC are awarded 10 points towards admission.

### First Semester

Course	Theory	Lab	Clinical	Credit	Contact
Paramedic Mobility NUR 111	8	1	3	12	20
<b>Semester Totals</b>	8	1	3	12	20

*Fourteen (14) additional hours of nursing credit are awarded following successful completion of NUR111 and a score of 75 or higher on the comprehensive standardized examination in NUR111.*

### Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
Human Growth and Dev PSY 210	3	0	0	3	3
Nursing Through the Lifespan II NUR 202	3	0	3	6	12
<b>Semester Totals</b>	6	0	3	9	15

### Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
Nursing Through the Lifespan III NUR 203	4	0	2	6	10
Role Transition for the Registered Nurse NUR 204 (Preceptor 3:1)	2	0	2	4	8
<b>Semester Totals</b>	6	0	4	10	18

## GENERAL INFORMATION

### COLLEGE ACTIVITIES

Students have the opportunity to participate in College wide activities which serve to broaden the total academic experience. Activities vary from campus to campus and appeal to a variety of interests. Activities are described in the *College Catalog*, coordinated through the Student Services Office on the Wadley Campus, and posted on bulletin boards and/or announced in class.

College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Please see college catalogue for list of approved organizations. You are encouraged to participate. 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

The Dean of Health Sciences and Dean of Students must approve all fund raising activities *in advance*. **Fundraising is allowed only by organizations/clubs which are officially recognized by the College.** The senior officer of the organization should gain approval from the Program Director/Chair and then submit a written request (forms are available from the Health Sciences Division) to the Dean of Health Sciences. Upon approval by the Dean of Health Sciences, the request will be forwarded to the Dean of Students. Following approval from the Dean of Students, fundraising activities may proceed.

### USE OF TOBACCO PRODUCTS

Southern Union State Community College provides a tobacco-free environment. Tobacco use is not permitted at any time inside any building on any Southern Union campus. Tobacco use is permitted outside and away from buildings in the non-hazardous designated areas. **Smoking is permitted in designated areas only. The following are the only areas a person may smoke on the Opelika campus: the student union outside patio area and the large covered patio area under the HAC building (west side of HAC facing Hwy. 431.) The following is the only area a person may smoke on the Wadley campus: pavilion between the Science and Technology building and the Library.**

**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 Southern Union State Community College that no food or drinks are allowed in any of its classrooms, labs, or learning resource centers.**

### VISITOR POLICY

Southern Union State Community College welcomes visitors. Visitors are expected to abide by the regulations of the college. Students are held responsible for the conduct of their guests. **CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AND ARE NOT TO ATTEND CLASSES.** Visitors parking permits are available from campus police on Wadley and Opelika Campuses and administrative office on the Valley campus.



## 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 need to 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. The recommended amount of student time is 2 hours per day for each hour of class.

Extra-curricular activities, including jobs, will not affect teachers' expectations and should not interfere with students' preparation for classes. Teachers should 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. A college's first priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members. Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

## 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. End of the semester conferences/evaluations with faculty, provides students an opportunity for one-on-one feedback. Students are asked to evaluate the entire curriculum at the completion of the program and six months to one year after graduation. **Additionally, one student from each fall and spring class may serve as a non-voting representative on the discipline specific Health Science Faculty Committee.**

## CLINICAL REQUIREMENTS FOR REGISTRATION AND CLINICAL EXPERIENCES

Students enrolling in a health science program must complete **all** clinical health requirements prior to enrolling in any Health Science class. The health record must be in date for the entire semester. For example if a TB skin test expires on October 12, the student must repeat the test before he or she can register for fall semester. There are no exceptions to this rule. In addition students are given a due date for the completion of health records for the next semester. This due date will be sent to the student's official SUSCC issued email address. Students who fail to complete the health records by the due date must complete a request for program readmission to the admission committee.

**Examples of the clinical requirements include but are not limited to the following:**

- Criminal Background check
- Drug Screen
- Tb skin test and/or Chest x-ray
- \*Documentation of two MMR vaccinations
- \*Documentation of Varicella (titer or immunization)
- \*Documentation of Hepatitis series
- Documentation of annual Flu vaccination
- Annual Physical form
- Annual Essential functions form
- American Heart Association at the Health Care Provider level
- T-DAP
- Health Insurance

Students who cannot provide official documentation from a licensed health care provider of these vaccinations must provide a titer indicating the student is immune to the disease.

## CHANGES TO PROGRAM - INFORMING STUDENTS

Policies and procedures are communicated to students by means of the Health Sciences or program specific handbook, course management system, the College Catalog, and institutional website. This handbook is revised regularly to provide current and accurate information is provided the location of the handbook on the Southern Union web site, Annuals updates are required; however changes may occur during the academic year.

**Changes in program, policies, and procedures will be announced to each class by the instructors and copies describing such changes will either be distributed to each student individually or posted on bulletin boards in the classrooms, or outside the faculty office and on the course management system ( Canvas). Instructors and the Program Director will be available to answer questions regarding any changes.**

**Students are required to submit documentation upon entry into the program and annually (Fall Semester) that they have read and understand the current handbook.**

## COMMUNICATION CHANNELS / CHAIN OF COMMAND

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 course coordinator. If this does not solve the issue you may make an appointment with the Program Director/Chair. The Dean of Health Sciences is then consulted if the problem remains unresolved.

## HONESTY AND PLAGIARISM

The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions. Examples of dishonesty include actual or attempted cheating, plagiarism\*, or knowingly furnishing false information to any college employee.

\*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else's intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one's own. Proper quoting, using APA formatting (current edition), is required. Students must properly cite any quoted material.

There will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of the particular student. This also includes giving false information to the faculty about a student's use of another student's past paperwork in a class, false student clinical activities, i.e.: patient information or clinical hours. If a student **knowingly** submits false information, he or she, will receive a failure from the course. In addition, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity and a possible failure for the course.

Violations of the Academic Honesty Code include, but are not limited to the following:

- Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator/faculty/proctor;
- Using **unauthorized** materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
- Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
- Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
- Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
- Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
- Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
- Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
- Inventing data or information in the preparation of assignments except when such invention is expressly authorized;

- Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

If the incident is referred to the Dean of Students, suspension or expulsion from the college may result.

**These “Standards of Conduct” apply to all students regardless of their mode of learning (inclusive of online students also).**

If a student is found cheating on an exam or committing plagiarism, a grade of zero “0” will be assigned for that exam or assignment. Further disciplinary action will be taken at the discretion of the Dean of Students.

Tests may not be duplicated in any form including, but not limited to: hand written, photocopy, video or tape recording.

Portable electronic devices including cameras, IPODS, PDA’s, or cell phones must not be visible in the class room. Cell phones must be turned off or set on vibrate or silent mode. These devices may be kept in a book bag, pants pocket or purse.

**Students using laptop computers during classes may not check e-mail, surf the web, or go to other web sites during classes or while reviewing for a test. Laptop computers may not be turned on during test review.**

### **ACADEMIC HONESTY CODE /ACADEMIC INTEGRITY STUDENT BEHAVIOR**

The Southern Union Health Sciences Department does not exercise control over the conduct of students in their private lives; however, when a group of students or an individual student acts as a recognized representative of a Southern Union Health Sciences 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 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 Health Science student or in fulfilling other responsibilities as a Southern Union 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 Health Science 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
- failure to fulfill appointments; or
- failure to maintain confidentiality in matters related to educational responsibilities.
- inappropriate behavior while in uniform
- unprofessional conduct

The demonstration of severe physiological or psychological disorders which interfere with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities 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 Health Science program.

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

### **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, eating, sleeping, and reading unrelated material during a class will be considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the faculty member, Program Director, and/or Dean before he or she will be allowed to return to class. Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. **Faculty members may close the door and not allow students to enter a class until a class break.**

### **ACCESS TO INSTRUCTORS/ Tutoring**

Students will be able to meet with their instructors during designated office hours/ tutoring hours. Office hours are posted outside each faculty member's office and in the course syllabus. **Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty.** 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

### **Academic/Clinical Appeal Policy/ Formal Due Process Procedure**

An academic complaint is defined as a concern about a strictly academic matter, i.e. grades, work assignments, quality of instruction, fairness of instructor and/or examinations, clinical education. Academic appeals, with the exception of final grades, **must be initiated within three (3) business**

**days** of their occurrence. Final grade appeals must be initiated prior to the last day of classes of the following term.

The following procedures should be followed for academic complaints.

1. The student should first contact the instructor and discuss the problem within three (3) business days of the occurrence.
2. If the student does not receive satisfaction from the instructor, the student should contact the appropriate Department Chair within three (3) business days after contacting the instructor. The department Chairs will confer with the student and the faculty member in an informal attempt to reach closure. If the problem is resolved at this point, a “memorandum of record” will be prepared by the Department Chair and be maintained on file.
3. If closure is not reached by using the informal approach, the student may file a formal academic appeal to the Health Sciences Dean, within three (3) business days of the meeting with the Department Chair. This **must be done in writing** and dated prior to the time limit stated above (the date of the initial complaint). The appeal must state the problem, the name of the instructor who is involved and previous attempts at resolving the situation.
4. The Health Sciences Dean will review the information, prepare a written recommendation, and notify the student, instructor, and department chair of the decision within **three (3)** business days after the written appeal is received.
5. The decision of the Health Sciences Dean is **final**.

### **ADMINISTRATIVE WITHDRAWAL/DROP**

A student may be dropped administratively from any course for

1. Failure to complete college registration properly;
2. Failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis;
3. Falsification of application and/or records such as health insurance.
4. Failure to fulfill other conditions of admissions and/or registration;
5. Failure to comply with student conducts standards;
6. Failure to attend class (as); and
7. Failure to comply with “Standards or Scope of Practice” as established by the Alabama Board of Nursing, American Registry of Radiologic Technologist, National Registry of Emergency Medical Technicians, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

### **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.

A student **may** be dropped administratively from any course for failure to attend class(es) when the student has missed more than 20% of the total number of hours that the class meets. Examples are provided in the appendices. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification, but must be clearly stated in the course syllabus. The form to be used to request a student be withdrawn from a class appears in the appendices. Instructors that plan to administratively withdraw students due to excessive absences must include that policy in their syllabus.

## **SOUTHERN UNION STATE COMMUNITY COLLEGE ATTENDANCE POLICY**

1. Each course syllabus **must** include the following items a. through f.viii.
  - a. The number of absences allowed for the class, if any.
  - b. Handling of late arrivals and early departures, if allowed.
  - c. Policy for course make-up work, if allowed.
  - d. Students on financial aid programs are responsible for knowing their particular attendance policies, if any. Those students must contact the financial aid office to receive written attendance reporting requirements.
  - e. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day the class.
  - f. Clinical absences are not considered classroom.
    - i. Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
    - ii. Faculty will record attendance from the first day of the semester.
    - iii. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.
    - iv. In such cases, the student should withdraw from the class before the last day to drop with a grade of "W". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.
    - v. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class.
    - vi. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed.
    - vii. The instructor is not required to provide an opportunity for make-up work. The instructor's policies regarding make-up work shall be clearly defined in the syllabus to be available on the first day of class.
    - viii. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.
2. Each instructor should discuss attendance policies during the first class meeting including, but not limited to:
  - a. Number of absences allowed – if any
  - b. Handling of late arrivals and early departures - if allowed.
  - c. Course make-up work, if allowed.
  - d. Students on financial aid programs are responsible for knowing their particular attendance policies, if any. Those students must contact the financial aid office to receive written attendance reporting requirements.

- e. Administrative withdrawal if used.
  - f. An absence **may** be excused due to **extenuating circumstances**.
  - g. Excused absences include, but may not be limited to:
    - i. Active military duty
    - ii. Jury duty/court appearance
    - iii. Death in the immediate family - This includes: husband, wife, father, mother, son, daughter, brother, sister, or an individual with a close personal tie to the student. For purposes of application of this policy, an individual with a close personal tie to the student is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to a student having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; granddaughter; grandson; grandfather; grandmother; aunt; uncle.
    - iv. Illness - Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement.
3. Adjunct instructors **must** provide a copy of their student attendance records to their respective department chairs at the end of each semester. Instructors will not be employed to teach in subsequent semesters unless attendance records are submitted as required.

**Attendance requirements in programs that lead to board licensure or certification may differ from this policy.**

4. Appeal Process:
- Students that have been dropped for failure to attend may submit, in writing, an appeal to the course faculty member.
  - Faculty member will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal.
  - If a student is to be allowed to return to class, the faculty member must submit a request to the Student Records Office for the student to be re-enrolled.
  - If a student is not allowed to return to class, the student may file a written appeal to the appropriate department chair who will notify the student within five working days as to the outcome of the appeal.
  - If the matter cannot be resolved at the department chair level, the student may make a final written appeal to the Health Sciences Admission progression committee. The decision of the committee is final and will be communicated to the student within five working days from the date the written appeal is received.
5. Hybrid and On-line course syllabi are required to contain the same attendance guidelines as other courses.

### **HARASSMENT POLICY**

Southern Union State Community College is committed to protecting its students, staff, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964.

Harassment includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or



disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should first tell the person responsible to stop the action. In addition the person should contact a college official (faculty member or staff member) as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint which may include a referral to Gary Branch, the Coordinator of Title IX and College Grievance Officer. The telephone number is (334) 745-6437.

### **MALPRACTICE INSURANCE**

Each student must maintain current malpractice insurance throughout enrollment in any Health Sciences Division program, including semesters without a clinical component. The malpractice insurance must be purchased through Southern Union during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately \$10-15 per semester for coverage at the \$1,000,000/\$3,000,000 level. **Payment for malpractice insurance is included in your fees.**

### **CPR CERTIFICATION**

All Health Sciences Division students are required to be certified in Basic Cardiopulmonary Resuscitation (CPR) at the Health Care Provider (American Heart Association) level prior to registration each semester. Certification must be maintained while enrolled in the program. CPR is current for two years (24 months) from the issue date and must remain current throughout the semester. **Red Cross certification is not accepted by the clinical agencies.**

### **HEALTH INSURANCE**

Each student in the Health Sciences Division must have health insurance throughout enrollment in any program. Documentation must be provided to Health Sciences clerk responsible for Health records. Students will not be allowed to register until they have provided proof of Health Insurance.

### **HEALTH POLICY**

All students admitted to programs of study in the Health Sciences Division are required to receive the Hepatitis B vaccines (or sign a waiver). The vaccines are a series of three injections. The student

must have the first injection prior to the first term of registration. The second injection must be received one month after the initial vaccination; the third injection must be received six months after the first vaccination.

Students entering any program in the Health Sciences Division 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.

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.

Students in all health care programs must comply with Public Law #102-141, Section 633 and “The Alabama Infected Health Care Worker Management Act.” The law requires that the HIV or HBV infected health care worker report to the State Health Officer his/her condition within 30 days of the time s/he is aware of his/her infection. The infected health care worker must realize that any physician providing care to an infected health care worker must notify the State Health Officer of the infected status within seven days of the time he/she diagnoses or provides such care.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week’s absence may be required to provide a physician’s statement which verifies:

1. That returning to routine class, lab, and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
2. Compliance with the Essential Functions/Technical Standards established for the program of study.

### **ANNUAL PHYSICAL EXAM/ HEALTH QUESTIONNAIRE/ESSENTIAL FUNCTIONS**

Students are required to submit upon admission to the Health Science program a completed Health Questionnaire. This questionnaire and essential functions are to be updated **annually** or as the student’s health status or immunization status changes. A TB skin test is required annually and immunizations are expected to be current. If a student has a positive skin test, then the student must have a chest x-ray every two years and complete the TB questionnaire annually. Forms to be completed may be obtained from the Health Sciences Clerk. If this form is not submitted annually the student will not be allowed to continue in the program.

### **ESSENTIAL FUNCTIONS**

The Alabama College System endorses the Americans’ with Disabilities Act. In accordance with Southern Union State Community College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Reasonable accommodations are not retroactive. They begin the day the student provides the faculty member with the required form. Students must present reasonable accommodations each semester.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective patient 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 Health Sciences programs with or without reasonable accommodations. The Health Sciences programs and/or its affiliated clinical agencies may identify additional essential functions. The Health Sciences programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the Health Sciences program one must possess a functional level of ability to perform the duties required of a health care provider. 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 for the Alabama Community College System Health Science programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective Health Sciences program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for Health Sciences program admission, progression and graduation and for the provision of safe and effective patient care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
  - a) Visual (with or without corrective lenses)
    - i) Observe and discern subtle changes in physical conditions and the environment
    - ii) Visualize different color spectrums and color changes
    - iii) Read fine print and/or sutures in varying levels of light
    - iv) Read for prolonged periods of time
    - v) Read cursive writing
    - vi) Read at varying distances
    - vii) Read data/information displayed on monitors/equipment
  - b) Auditory
    - i) Interpret monitoring devices
    - ii) Distinguish muffled sounds heard through a stethoscope
    - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
    - iv) Effectively hear to communicate with others
  - c) Tactile
    - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - d) Olfactory
    - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
  - a) 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 thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
  - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - d) Satisfactorily achieve the program objectives
- 4) Motor Function
- a) Handle 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
  - t) Control secretions such as drooling
- 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 clinical 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

**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 Health Sciences program. The Health Sciences 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 the Southern Union State Community College Disability Services Officer. If reasonable accommodations cannot be made, the student will not be able to remain in the Health Sciences program.

### **ESSENTIAL FUNCTIONS VERIFICATION**

Upon admission to the Health Sciences program, students are required to complete the Essential Functions verification form. This form must be updated yearly and if and when the students status changes. You must respond on the verification form if you fully meet the criteria (100%) or are unable to fully meet the criteria (less than 100%). If you are unable to fully meet the criterion, an explanation and/or additional information will be required. Reasonable accommodation may be requested. The Southern Union State Community College Disability Services Coordinator will determine if the accommodations can be met.

### **ELIGIBILITY FOR CLINICAL ROTATIONS**

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. All Health Science students are required to have background checks and drug screens completed to meet the requirements of clinical agencies in accordance with The Joint Commission (TJC) standards. Background checks and drug screens will be conducted by one vendor approved by the Health Care Agencies, Division Chair and/or Dean of Health Sciences. Background checks or drug screens conducted by any vendor or agency that is not approved will not be allowed. Background check results should be completed before newly admitted or returning Health Science students will be allowed to register for courses. Students who have been out of the Health Science

program sequence for one semester or more must repeat the criminal background check and drug screen. The student is responsible for paying for all background and drug screens required by the clinical agencies.

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 course coordinator will have access to an approved/denied list, not specific results of the background check. Students who are not accepted by the clinical agency for clinical rotations will be administratively dismissed and withdrawn from the Health Science program.

Refusal of a clinical agency to accept a student will prevent a student from completing the Health Sciences program. The students will be responsible for clearing any denials reported with the clinical agency. Students who are unable to resolve any denials will be dismissed from the program and administratively withdrawn from the Health Science program. Students may not reenroll until the back ground check is clear. Some clinical settings may continue to require a separate background check, including fingerprints. At any time the student cannot meet the clinical requirements of the agency the student will be dismissed from the program and administratively withdrawn at the time the event occurs.

## **SUBSTANCE ABUSE POLICY**

### **I. PHILOSOPHY**

Faculty members in the Southern Union 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 alcohol and prescription or illicit drug use. Therefore, the following policy has been adopted by the faculty and is now in effect.

### **III. LICENSURE IMPLICATIONS**

The appropriate discipline specific licensure agency regulates 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 appropriate discipline specific licensure agency regulates "The candidate with past arrests 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."

The Alabama Department of Public Health, EMS Division regulates licensure of Emergency Medical Technicians and Paramedics and sets forth standards for qualifications for licensure. Each EMT and EMP student must abide by the Alabama Department of Public Health, EMS Division Impaired EMT Policy. All Health Science students must also abide by the Southern Union State Community College Substance Abuse Policy.

#### **IV. STUDENT DRUG SCREEN GUIDELINES**

As stipulated by the appropriate discipline specific licensure agency, 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 screening at intervals and drug screening should a student exhibit behaviors indicative of substance abuse. Drug screening is conducted according to the following:

##### **A. PRE-CLINICAL SCREENING**

- All students will receive the drug screening guidelines prior to clinical rotation in the Health Science Programs.
- The Health Science Programs will maintain on file a signed consent to drug screening from each student.
- Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The fee for testing is to be paid by the student.
- Any student failing to report for random screening at the designated time must complete testing with the designated laboratory within 24 hours or they will be dismissed from the program.
- Failure to complete drug screening as required will prohibit the student from completing the required health science courses.
- Positive drug screens are confirmed by the Medical review Officer.
- A student who is unable to complete the required courses due to a positive drug screen may apply for readmission to the Health Science Programs. The student will be considered for readmission according to the criteria established in section VI.

##### **B. SUBSTANCE ABUSE VERIFICATION PROCESS**

The Health Science Programs, for the protection of patients, faculty, staff, and students, has the right to require a student to submit to testing for substance abuse at the student's expense when the health science program has reasonable cause to believe that a student is abusing controlled substances. Reasonable cause is defined as, but not limited to, the following:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, and /or papillary changes;
- Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance;
- A report of drug use.
- Evidence of tampering with a drug test;
- Information that the individual has caused or contributed to harm of self, visitors, faculty, other staff, or patient as a result of being under the influence of drugs.
- Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must

dismiss the student from the educational or patient setting immediately and contact the Department Chair/Program Director/designee in order to review the situation.

The Department Chair/designee or program director/designee will then determine if there is “reasonable cause” to test the student for substance abuse.

If another student, or any other individual other than an instructor observes abnormal conduct or erratic behavior of a health science student, the observation must be reported immediately (or as soon as possible) to the appropriate instructor. Once the department chair is notified, the appropriate measures will be taken.

If the decision is made to test the student, the Division Chair, Program Director or designee will direct the faculty member to make arrangements to have the testing performed immediately within the clinical facility if possible. The student will be requested to sign an informed consent to be tested before the specimen is collected.

The student’s failure to consent to the substance abuse test shall result in immediate termination from the Health Science Programs.

### **C. DRUG SCREEN PROCEDURE**

1. Students must pay the screening fee. The fee ranges from \$30 – 40 dollars for random screens and included in the fees for the initial drug test.
2. Submit a photo I.D. and social security number.
3. The laboratory staff will explain the collection procedure and Chain of Evidence form to the student and provide a sealed collection container.
4. The laboratory staff may ask the student if he/she is currently taking any medications, including prescribed and over the counter drugs. It is important that the student be prepared to give this information.
5. A urine specimen will be collected by the lab staff.
6. Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
7. In the presence of the student, the lab staff will seal the urine specimen with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Evidence Form provided by the lab.
9. The lab staff will sign the Chain of Evidence Form and give the student the appropriate copy.
10. The lab will forward the sealed urine specimen and Chain of Evidence Form to the lab for testing.
11. A blood or breath test will be done for alcohol.
12. Specimens will be screened for nine (9-11) classes of drugs and alcohol (including Ethanol):
  - a) Amphetamines
  - b) Barbiturates
  - c) Benzodiazepines
  - d) Cocaine
  - e) Tetrahydrocannabinol (THC)



- f) Opiates
13. Positive screens will be confirmed by Gas Chromatography/ Mass Spectrophotometry (GCMS).

The student will be informed of positive screening results by the Medical Officer/Physician within seven (7) days of testing.

If the student tests positive for a prescribed drug which the student has listed on the consent form at the time of the test, the Medical Officer/Physician will review with the student the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug. Also, a physician will be requested to review the level of the drug present in the student's system to determine if the level is abusive. Additionally, the student will be required to sign a release statement authorizing the prescribing physician to indicate the illness for which the drug was prescribed, the length of time the student will have to take the drug, and other relevant information.

#### **D. CONFIDENTIALITY**

The Dean of Health Sciences will receive all test results which will be maintained in a locked file. Confidentiality of test results will be maintained with only the Dean and the student having access to the results with the exception of legal actions which require access to test results.

#### **V. APPEAL PROCESS FOR POSITIVE TEST RESULTS**

1. If a student in the Health Science Program tests positive for drugs, the student will contact the Program Director and/or Division Chair.
2. Once contacted the student will contact the lab (with the Program Director and/or Dean present) to ascertain the procedure for testing the split specimen.
3. The student will be responsible for any costs associated with the split specimen.
4. Once the student obtains the results of the split specimen the student should contact the Program Director or Division Chair. If the student remains unsatisfied, the students should explain in writing his or her complaint. The Chair will have four working days to respond.
5. If the student cannot reach an agreement with the director or chair, the student's next step is to present the documentation to the Dean of Health Sciences. The Dean of Health Sciences will have four working days to respond.
6. The Decision of the Dean of Health Sciences is final.

#### **VI. READMISSION**

To be considered for readmission, students who withdraw from the Health Science Programs due clinical agencies refusal to permit clinical rotations from a positive drug screen must:

- Submit a letter from a treatment agency verifying completion of an approved substance abuse program that meets licensure guidelines for the respective discipline.
- Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

- Submit to an unannounced drug screen at the student's expense prior to readmission and random drug screen throughout the program. Any additional positive drug screen will result in ineligibility for readmission.

### **Random DRUG TESTING**

Students may be asked **at any time** to submit a specimen for drug testing while enrolled in a Health Sciences program. Drug screens are to be performed by an outside laboratory contracted by Southern Union. **A positive drug screen will result in dismissal from the program and an administrative withdrawal will be completed by the dean.** It is the student's responsibility to clear any discrepancies with the contracted laboratory. Students are responsible for the payment of random drug screens. If a student is out of a health science program for more than one semester the student must repeat a drug screen for reentry.

### **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

#### **Clinical Rotations:**

Health Sciences students are required to complete clinical hours in a health care facilities, simulation center, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. Students should not expect and they will not receive compensation for participation in clinical courses from either the institution or the health care facility; (2) Students are not promised, nor should they expect a job at the health care facility as a result of participation in clinical experiences at a health care facility, and (3) Students will be given the appropriate grade for the clinical action dictating the refusal by a clinical agency.

#### **Dismissal from Clinical Agency**

Dismissal from a clinical agency results in dismissal and the appropriate action taken by the respective program.

**Representation as a Student:** Students may not represent themselves as Health Sciences students or engage in client/patient care except as part of an assigned, planned learning activity in a practice/clinical setting.

### RELEASE OF CLINICAL INFORMATION

Health Sciences students must give Southern Union State Community College permission to release information regarding clinical and classroom performance to clinical agencies, including those with whom the student may apply for employment. Students must also **give permission for required clinical documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.**

### INJURY DURING CLINICAL

If you are injured during clinical experiences (needle stick, back injury, etc.), you must:

1. Notify your clinical instructor immediately.
2. Complete an appropriate incident report/ or variance report required by the agency.

You 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.

**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, and will not receive, workman's compensation from either the institution or the health care facility.

***SAFETY-Potential Health and/or Safety Hazards:*** The nature of a healthcare education is such that one may be exposed to potential health and/or safety hazards while participating in clinical rotations. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Southern Union State Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman's compensation benefits.

### STUDENT CLINICAL REQUIREMENT

Students are required to keep a copy of their clinical health requirements. The school does not keep copies on file. **Therefore, the school will not provide copies to clinical agencies after the student graduates.** The student is responsible for keeping copies of clinical requirements as part of the portfolio for career to work.

## CLINICAL PAPERWORK

Requirements for satisfactory completion of clinical paperwork vary with each Health Sciences course. See each course syllabus for requirements. Clinical paperwork is to be submitted on the determined due date. Paperwork that is not submitted by the due date may be considered unsatisfactory.

## CLINICAL ABSENCES

**All college laboratory and clinical experiences are considered clinical.** It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to contact the instructor or the assigned unit at least 30- 60 minutes prior **to the beginning of the clinical experience**. Contact must be done via text/email/telephone message to the faculty. If the student is to be late, the assigned unit or instructor should be notified as soon as possible. Chronic tardiness is not tolerated. Students who are tardy or absent and do not follow the appropriate procedure for notification of the instructor will receive an unsatisfactory for the clinical day. Daily clinical exams/ quizzes may be given. Requirements for satisfactory completion of lab/clinical are listed in each course syllabus.

**All clinical absences, even when made up, count toward the student's total absence hours.** Under no circumstances shall a student miss an excess of 10% of clinical hours during the course of the semester. The exact hours for each class are found in each course syllabus. If excessive hours are missed, the student's progression in clinical rotations and the allied health program as a whole will be prohibited. The student will be referred to the Admissions/Readmission committee for Health Sciences. The student will submit documentation for the absences and the committee will review and make the decision as to whether the student may remain enrolled in the program. The decision of the committee is final and is considered the appeal for the student. For example, the number of clinical/lab hours for NUR 102 is 135. If a student misses more than 13.5 hours of on campus laboratory or clinical hours, he/she will not be allowed back in clinical until the committee reviews his/her appeal. Failure to be eligible for clinical will result in dismissal from the program.

## CLINICAL EVALUATION

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

Students will be evaluated on clinical performance in two ways.

1. **Daily (formative) evaluation-** This evaluation is done each day by the student and the faculty members. **Students have 24 hours to complete this evaluation.** It will be done through E-value. In addition, the student is responsible for logging skills performed and patient demographic into E-value. Any area that the faculty finds to be below the rating of 2 requires that the student meet/talk with the course coordinator/full time faculty (See below).
  - **Faculty evaluation 0-3 scale**
  - 0= Student can NOT return to clinical until meeting with the course coordinator to determine plan of action.
  - 1= May return to clinical, but must contact/meet with the course coordinator or full-time faculty within 1 week for plan of action.
  - 2=Student performance for the day was adequate and appropriate for level
  - 3=Student performance was above expected level

2. **Summative evaluation**-At the end of each semester, a full time faculty member will review all the formative (daily) evaluations and award a final average. This allows students who had a score below 2 in an area to remediate and to show improvement. Students who have an average score of less than 2 may be required to meet with the course coordinator to formulate a plan of action for progression.

**Critical Behaviors** are those behaviors that must be met at all times when representing SUSCC: examples include the clinical/laboratory setting, simulation center, professional meetings, and community outreaches. Failure to meet these expectations will result in disciplinary action. Clinical failure can result for the following:

1. **Practice or behaviors that are outside the facility policy as stated in student orientation and or college or student handbook.**
2. **Practice outside of the student's training and scope of practice.**
3. **HIPAA violations (see policy).**
4. **Intentional or unintentional safety practices that result in harm or potential harm to patient, student or staff.**
5. **Unprofessional behaviors**
6. **Pattern of unsafe behavior**

**Clinical Unsatisfactory** is given for acts that are deemed to be inappropriate or when a student is not performing at the expected level. **Unsatisfactory clinical performances are placed in the student's file and are carried from semester to semester. Repeated unsatisfactory clinical performance will constitute a clinical failure.** It is the student's responsibility to meet with course coordinator/full time faculty and set up remediation and plan of action.

**Clinical Failure** is given for a critical behavior (as listed above) or for **repeated, uncorrected unsatisfactory clinical performance.** When a clinical failure is given the student will receive a grade of "F" for the course. Readmission to the program will be determined by the Admission/Progression Committee. If readmitted, prior clinical unsatisfactory/failure will remain in the student's file and will be considered in any future clinical performance reviews/evaluations

## **CLINICAL FAILURES**

Students who receive a clinical failure prior to the withdrawal date published in the yearly college calendar will receive a course grade of "F" on their transcript at the time the grade is earned. The student will not be allowed to withdraw from the course.

## **CLINICAL SKILLS LABORATORY POLICY**

Students will have three opportunities in the skills lab to demonstrate competency. Failure to demonstrate competency with the skill after the third attempt will result in course non-progression.

The student will be responsible for demonstrating competency of specified skills in the skills lab. The instructor will teach, demonstrate and supervise the practice of the skill. The student is responsible for required readings and review of handouts if applicable. The student should make arrangements for additional practice of the skill if needed.

E-value is utilized for some lab skills. The student is responsible for logging skills performed and patient demographics into E-value. Any area that the faculty finds to be below the rating of “2” is considered unsatisfactory.

The student will attempt check off of the specified skill through one-on-one observation by an instructor. Evaluation will be based on the instructor’s final assessment. The following scale is used for the evaluation.

- **Faculty evaluation 0-3 scale**
- 0=Student is very unfamiliar with the skill.
- 1=Student needs further practice of the skill.
- 2=Student demonstration of the skill was adequate and appropriate for level
- 3=Student performance was above expected level

The student will get three (3) opportunities to successfully complete each skill. The student cannot repeat a check-off attempt on the same day of a failed attempt. If unsuccessful on the first try, the student must do the following:

- Review of skill via reading procedure and video (if applicable)
- Practice in lab (as permits) and outside of lab time as needed
- Demonstration to another student who has previously checked off
- Arrange a second check-off attempt with the course coordinator

If unsuccessful on the second try, the student must do the following:

- Review of skill via reading procedure and video (if applicable)
- Practice in lab (as permits) and outside of lab time as needed
- Demonstration to faculty member
- Arrange a third (final) check-off attempt with the course coordinator

If the student is unsuccessful on the third try, the student may not progress in the course.

### **HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996**

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Health Sciences Programs requires all PDAs (iPod Touch) to be password protected, and all information to be de-identified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

## CONFIDENTIALITY/ HIPAA

**All patient/client information is confidential.** Protecting patient confidentiality is 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.

Southern Union State Community College Health Science division takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in Health Science courses at Southern Union. This policy consists of 3 levels of violations with repercussions outlined in each level.

Records of student violations of the SUSCC Confidentiality/ HIPAA policy will be maintained in the student's health science file.

**LEVEL 1:**      Constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended.
- Turning in assignments with a patients name attached
- Sharing passwords with other classmates.
- Not signing off of a computer in the clinical setting.
- Not password protecting any personal device that is used to record patient information

The Level 1 violation will result in a student being given a reprimand (STA, Clinical unsatisfactory etc.) and counseling by instructor. A Level one violation **carries** over to subsequent semesters.

**LEVEL 2:**      Repeat violation of a level one incident within the same semester or subsequent semester in a Health Science program (does not have to be the same incident).  
OR  
Intentional violation of the SUSCC Confidentiality/ HIPAA policy.

Examples of a level 2 violation include but are not limited to:

- Unauthorized access to patient records.
- The discussing of Patient's, Patient's family and or visitors information with others not involved in the patient's care
- Discussing Patient, Patient's family and or visitors information on social media sites
- Discussing of Patient's, Patient's family and or visitor's information where as others not involved in the direct care of the patient may overhear your conversation.
- Sharing/Discussing the identity of a Patient, Patient's family and or visitors outside of the clinical setting, even if not discussing information regarding their care.

The level 2 violation will result in the student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student's permanent file. If readmitted to a health science

program, any further violation of the SUSCC HIPAA policy will automatically move the student to a Level 3 violation.

**LEVEL 3:**      Additional violation of the SUSCC Confidentiality/ HIPAA policy after already receiving a Level 2 violation.

OR

A malicious offense used to cause harm to a person, or used for personal gain

The level 3 violation will result in student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will not have the option of returning to that program or any program of study in the Health science division.

**The following are some general guidelines for students regarding HIPAA compliance:**

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program who are involved in your 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.
- E-mail 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 of client records is **NOT** permitted in any clinical setting.
- Records should not have client's names or initials when turned in for clinical paperwork
- Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
- For more information regarding HIPAA please visit <http://www.hhs.gov/ocr/privacy/>
- All violations of the SUSCC confidentiality/ HIPAA will remain active for two years after the incident or until the completion of the currently enrolled program (whichever is longer) regardless of the program. The active violation will transfer to any Health Science program from any other Health Science program.

### **SIMULATION CENTER**

The simulation center is located in TB1 (Technical Building). The center provides an active learning environment and replicates the health care settings in which the students practice. Students practice and develop skills through simulated hands on learning experiences using a variety of instructional support methods and resources. Students will be required to participate in the learning experiences and is considered a clinical experience. All clinical/laboratory policies are applicable to the simulation lab.



## **HEALTH SCIENCE DIVISION SIMULATION CENTER CONFIDENTIALITY STATEMENT**

In order to preserve the realism of the scenarios used in the Southern Union simulation center and to provide an equitable learning experience for each student, all persons using the simulation center will be required to sign a confidentiality agreement. Because every simulation will be recorded on a DVD, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to the simulation itself, as well as all patient information made available to the students. Violation of this confidentiality statement will be considered a violation of the school's code of conduct.

### **SIMULATION CENTER CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO**

During your participation in a simulated clinical experience at the Southern Union Simulation Center, you will be both an active participant in simulated scenarios and an observer.

The objectives of the simulated clinical experience are to educate health science students to better assess and improve their performances in evolving health care situations. The simulated clinical experience is designed to challenge health science student's response and judgment in a controlled environment, and develop clinical reasoning,

By signing this agreement, you agree to maintain strict confidentiality regarding both yours and other performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

You will be discussing the scenarios during debriefing, but we believe that "all that takes place in the simulation environment—stays in the simulation environment". Due to copyrights, and to maintain optimal simulation experiences for the other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specific scenarios, as well as what happened during the simulation experience. A breach of confidentiality will result in disciplinary actions see: the student code of conduct in the Southern Union college catalog.

### **CELL PHONES**

Cell phones must be turned on silent or vibrate during class time. Students are not allowed to use a cell phone during class time. Communication by any inappropriate means of communication during class is strictly prohibited and could be construed as cheating. If a student has a situation in which they expect a call during class time, then it is the student's responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. If this situation occurs during a test, the student should arrange with the faculty member to answer the call. **At no time should the student have the cell phone on the desk or in use in the class or at clinical. Taking a picture during class or clinical is considered a violation of HIPAA and student privacy.**

### **ELECTRONIC DEVICE USE**

PDA's, Smart Phones, Tablets and cellular phones are not allowed during testing. The use of electronic devices (iPod, iPhone, Blackberry, Palm, etc.) in the clinical settings is allowed, as long as the device is being used as a clinical aide. While these devices can be a great asset to the student, it is the student's

responsibility to realize the boundaries needed with the use of these devices in order to maintain HIPAA compliance, as well as professionalism. The taking of photographs, texting, using personal email, and the use of social networking sites (ex: Facebook, MySpace, Email, Twitter, etc.) at clinical sites is strictly prohibited. SUSCC's HIPAA policy will apply to the use of these electronic devices, while at the clinical setting.

The taping of lecture may be allowed for studying purposes. Students are not allowed to retransmit lectures without the explicit consent of the instructor. (Examples of transmission are, but not limited to: posting lectures on websites { You Tube, Facebook, etc. }, and dispersion of copies of recorded lectures. This includes both whole lectures and portions of lectures.)

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Health Science Program requires all PDAs to be password protected. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

### **Social Networking policy**

Definition: As non-limiting examples of the Social Networking sites this policy is intended to cover are Facebook, Linked In, Twitter, and any other site that is normally considered under social networking

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to suspension from the college. Removal of an individual's name, or face, or image, is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are **not** to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines are to be followed:

- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on your personal computer or other electronic device
- E-mail or texting correspondence with faculty should be treated confidentially and should not include patient identifying information
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussion with cell phones or other personal devices
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There's no such thing as a "private" social media site
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency

- Maintain patient privacy and confidentiality at all times
- **Report breaches of confidentiality or privacy to appropriate discipline instructor promptly**

**A violation of this policy will result in appropriate disciplinary action up to and including suspension from the college.**

### **FACULTY DEFINITION OF SCHOLARSHIP**

The Nursing Faculty at SUSCC bases their definition of scholarship on Boyer's work (Boyer, 1990, 1997). According to Boyer, scholarship includes engagement, which encompasses four functions: discovery, integration, sharing knowledge, and applying knowledge. Boyer's definition focuses on practicality, serviceability, and a broader definition of scholarship which encourages teaching.

### **COURSE SYLLABI**

Each nursing course has a syllabus that is the student-teacher agreement for that specific course. The Syllabi may be available for purchase through the Campus Bookstore and/or offered online. 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 fully understand 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. Changes will be announced in class and/or provided in writing via the course management system Canvas.**

### **COURSE EVALUATION**

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

A=Excellent (90–100); B=Good (80-89); C=Average (75–79); D=Poor (60–74); F=Failure (59–below)

Individual tests grades and final grades are not rounded to the next higher score. For example if the final course grade is 89.5, then a B will be recorded. If a final course grade is 74.5, then the grade of D will be recorded.

Exam questions within the Health Sciences division may be but not limited to the following: multiple choices, short answer, matching, fill in the blank, and essay. Your tests will be primarily on the computer.

Students must pass all components of the course to progress to the next course. If a student fails skills lab or clinical, he/ she will be given a F for the course. The student must apply for reinstatement. Reinstatement is not guaranteed.

### **TESTING POLICY**

Students of Southern Union State Community College Nursing Program will be required to take nationally normed tests throughout the curriculum. Students must take the exams at assigned times or make arrangements in advance (not the day of the test) with the faculty member. Students attending the Wadley or Valley campus may be required travel to take tests in the Health Sciences computer lab on the Opelika Campus. All exams are monitored. Students will not be allowed to bring anything into the

room except a pencil and a basic calculator. Students may not go to the restroom during a test unless monitored.

### **MAKE-UP TESTS**

If unable to take an exam at the scheduled date and time, the student is expected to notify the instructor prior to the exam. Make-up exams are given at the discretion of the instructor and are not guaranteed to the student. Make-up tests may include fill-in-the-blank, essay, and listing. Students may take only one make-up test per semester.

### **TEST REVIEW**

Test results will not be reviewed except immediately after the test is given or as scheduled by the faculty member. Students will not be allowed to review tests at the end of the semester to challenge question answers for points. Students who wish to challenge a test question must do so **within 1 business day** of the test. Students who challenge test questions must do so in **writing** to the Course Coordinator with documentation as the reason for the challenge.

### **COMPUTER COMPETENCE**

Graduation Requirement for Health Science students: Graduates must show evidence of basic competence in the use of computers. Basic competence shall be measured by the student's ability to engage in computerized testing, use the course management system to access course information and submit required assignments, use applications, to process online course materials, using computerized software at clinical agencies, and complete web-based assignments. Though no testing is required to satisfy this computer competency, students must self-evaluate their abilities to complete these and other computer-based tasks.

### **COMPUTER TESTING**

Students will need to arrive at the computer laboratory at the designated time. No food or drinks are allowed in the lab. Students may only bring a pencil and a basic calculator. If paper is needed, faculty members will supply you with a blank sheet that must be signed by you the student and handed in at the completion of the test. No cell phones or PDA's are allowed at your desk. Book bags must be left at the front of the class room or on the side. The students are allowed only to access the test in progress. No other programs or internet applications should be open on the task bar or used at this time. Once the test is complete and submitted, the student may review the test if allowed by the faculty member. Once the test is complete, the student will end the testing session and exit the computer laboratory. Students may not check email, surf the web, or go to other web sites during, or after the test. **Any** violation in this policy will result in the student being referred to the Dean of Students for violation of the Academic Integrity policy in the college student handbook/catalog and program handbook.

### **COMPUTER LABS AND INTERNET**

Use of Southern Union State Community College's computers to access software or information on the Internet indicates that the user will comply, both in letter and spirit, with the policies established for the College's computer labs. Students are not to reconfigure, load, download, copy, delete, or in any way alter the software programs or computer configurations.

Internet access is limited to instruction purposes and is not to be used for entertainment. The user must be aware that information retrieved from the Internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the

Internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.

Information accessed on the Internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the Internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other machines accessible via the network.

Southern Union State Community College and The Alabama Supercomputer authority reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by the College.

### **Use of Computer Labs**

1. Software is not to be loaded, unloaded, downloaded, or reconfigured.
2. Computers are not to be turned off while a program is running.
3. Food, drink, and children are not allowed in computer labs.
4. Computer space must be cleaned-up prior to leaving the lab.

## **COURSE MANAGEMENT SYSTEM - WEB BASED MATERIALS**

Courses in the Health Sciences division are augmented using the course management system known as Canvas. Students will be expected to access and print these materials as outlined in the course syllabus. For students who do not have a computer at home, computers are available in the Library for printing. Students will be expected to acquire these resources.

## **DISTANCE EDUCATION/TELECONFERENCE COURSES**

Students enrolling in a Health sciences program may be required during their tenure as a student to take teleconference classes. In these courses, faculty members will conduct class from one location while students are at another campus. Faculty members travel between the campuses to assure that students have an opportunity to meet face to face with the faculty member on a scheduled basis.

Students are expected to attend class and work with faculty members to assess individual learning needs. Should technical difficulties arise faculty members will make every effort to offer alternative and/or additional learning activities for the students. The responsibility for learning rests with the student. The responsibility for providing the student with the necessary tools rests with the faculty. This may or may not be a lecture format class.

**ALABAMA COMMUNITY COLLEGE SYSTEM**  
**SOUTHERN UNION STATE COMMUNITY COLLEGE**  
**NURSING PROGRESSION POLICY**  
**EFFECTIVE FALL SEMESTER, 2013**

In order to progress in the nursing program, the following policy should be followed:

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 Admission 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 program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

1. Students applying for reinstatement may be required to demonstrate competency in clinical skills.
2. Students who are unsuccessful in NUR 102, NUR 103, NUR 104, NUR 200 or NUR 111 must reapply as a new student to the program.

**REINSTATEMENT**

**Students, who interrupt the specified progression through the program of study for any reason, must apply to return to the program each semester.** If allowed to return to the nursing program, the policies in the *Student Handbook* and *College Catalog* at the time of reentering will apply. ***Any nursing student who has withdrawn or has been suspended from the nursing program and subsequently returns must meet the standards and curriculum requirements in effect at the time he or she is readmitted.***

Readmission requires:

1. Receipt of completed reinstatement form by admission committee deadline
2. Clinical Space availability.
3. Academic eligibility.
  - a. A 2.0 grade point average from Southern Union coursework.
  - b. A cumulative grade point average of 2.0 or higher at SUSCC.
4. Ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
5. Reinstatement must occur within one year from the last clinical course or the student must reapply to the program as a new student.

## **PROCESS FOR REINSTATEMENT**

1. Students should first schedule an appointment with the Health Sciences advisor and/or Program Director to discuss eligibility for reinstatement.
2. Students must apply for /reinstatement to the nursing program and submit the application by published deadlines. Students who submit reinstatement requests after the deadline may be considered at next course availability.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Students who have been out of nursing classes for more than one semester must repeat their criminal background check and drug testing.
5. Update immunizations and other health records as required for clinical experiences.

## **TRANSFER POLICY**

Students wishing to transfer must:

1. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses maintain a grade of C or better taken at another institution and maintain a 2.5 cumulative GPA in all previous college coursework.
  - a. Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
  - b. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
7. Validation of skills and knowledge may be required to determine program placement.

## UNIFORM GUIDELINES

- Men/Women** Clean and wrinkle-free Caribbean blue scrubs with embroidered SUSCC logo on right chest. Official Southern Union State Community College ID badges are required to be worn on the left chest at all times during clinical. Pants should not be frayed on the bottom or dragging the ground. White socks must be worn with pants. Shirts worn under scrub tops should be solid white, navy, or Caribbean blue. Lab coats, if desired, may be Caribbean blue or solid white with the SUSCC logo and name badge visible. For women who do not wish to wear pants: Dress/skirt length should be no shorter than the top of the knee with appropriate white socks or hose.
- ID Badge** Official Southern Union State Community College name badge is to be worn on the left side of the chest on the uniform at all times while in the clinical agency. Students ID badges must have a current date. **Students who do not wear their ID badge will be sent home from clinical.**
- Shoes** Clean, predominantly white, non-canvas, nursing uniform shoes which are to be worn only for clinical. Closed toe and closed heel shoes preferred. Open heel shoes must have a heel strap. If unsure about shoe selection, have your shoe approved prior to clinical.
- Jewelry** Limited to wedding rings (ring with stone can be worn if hospital policy allows), watch with a second hand, **and small plain, non-dangling earrings.** Earrings may be worn only in pierced earlobes. Jewelry may not be worn in any other area of the body that may be pierced and visible to others.
- Perfume** Perfume or cologne shall not be worn in the clinical area.
- Hair** Clean and confined so that it does not interfere with patient care. **Hair must be kept off the shoulders and collar.** Hair color must be naturally occurring to humans and style should be within accepted societal norms. Students may not wear hair decorations to the clinical setting such as jewelry and or other articles not found naturally occurring in hair.
- Nails** Short and clean; clear polish only. No artificial nails or nail tips.
- Personal** Students are expected to maintain necessary personal hygiene including bathing daily, shampooing hair, and using underarm deodorant. Underclothing (including underwear and bras) must not be visible through the uniform.
- Tattoos** Tattoos should be covered completely in the clinical setting.
- Other** A professional appearance is expected. Jeans, T-shirts, shorts, or other very casual clothing may not be worn at any time at a clinical agency, or while representing SUSCC at various meetings.

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

## UNIVERSAL PRECAUTIONS

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.



## LICENSURE

### LEGAL LIMITATIONS FOR LICENSURE AND EMPLOYMENT

*(Alabama Board of Nursing)*

According to the Nurse Practice Act of Alabama, the Administrative Code of the Alabama Board of Nursing, application for licensure in Alabama may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse.

While an applicant may meet the qualifications, final approval to take the licensure examination and become licensed in Alabama is subject to action by the Board of Nursing.

**Passing Criminal Background check and admission to the nursing program does not ensure the ability to take a licensure exam.**

### DENIAL OF A LICENSE

Grounds for denial of an RN or LPN license by examination include but are not limited to:

- conviction of a felony
- conviction of a misdemeanor or felony involving moral turpitude or gross immorality
- conviction of a state or federal law relating to controlled substances (may be misdemeanor or felony)
- failure to show good moral character as pertaining to nursing
- abuse of or addiction to alcohol or other drugs
- being mentally incompetent
- unprofessional conduct
- false representation of facts on application for licensure

(Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8-.01; 610-X-8-.05)

### APPLICATION FOR LICENSURE

Instructions and forms for application for RN or LPN licensure by examination may be obtained from the nursing program.

The application for licensure by examination includes questions regarding past arrests or convictions for DUI and/or criminal offenses (misdemeanor or felony) and history of mental illness or chemical dependency. Candidates are advised to respond honestly as failure to do so can result in denial of license.

You will be asked to answer yes or no to the following questions:

1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
2. Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

4. Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
5. Have you ever had disciplinary action OR is action pending against you by any state board of nursing?
6. Have you ever been placed on a state AND/OR federal abuse registry?
7. Have you ever been court-martialed/disciplined OR administratively discharged by the military?

If you answer “Yes” to these questions, appropriate documents will have to be submitted.

Applications which indicate eligibility for licensure pending examination results will be processed routinely. Applications with an affirmative response to one or more of the aforementioned questions cannot be routinely processed.

The candidate with a past arrest or conviction or history of chemical dependency or mental illness is to submit with the application an explanation of the circumstances involved. Appropriate court or treatment records may be submitted at that time. The candidate will be contacted by Board staff and an investigation will be conducted. The application cannot be processed nor can a temporary permit be issued until the matter is resolved.

When warranted, an administrative hearing will be conducted. Appropriate notice of the time, date, and place of the hearing and an explanation of the candidate's rights will be forwarded. Each such disciplinary case is determined individually by the Board based upon the evidence presented. A candidate with questions regarding his or her application should call the board office for direct response (334) 242-4060.

Information for Persons Interested in Seeking Licensure as RN or LPN Alabama Board of Nursing, 1989.

## **NCLEX APPLICATIONS**

The Alabama Board of Nursing requires that an individual who applies for a license must submit their social security number on the transcript for application purposes. Therefore your Social Security number will be included on the transcript sent to the Alabama Board of Nursing.

**ACKNOWLEDGEMENT OF DRUG SCREEN REQUIREMENT AND  
CRIMINAL BACKGROUND CHECK**

Students in a health science program must submit to drug screen and criminal background checks to attend clinical settings. The drug screens are completed during the first semester and random thereafter. The drug screens must be performed by the certified laboratory determined by the college. If the student cannot provide a certified negative drug result he/she will be unable to participate in clinical experiences required in the Health Sciences Program at Southern Union State Community College Health Science Programs. Failure to pass the drug screen will result in the student being dismissed from the program and an administrative withdrawal will be completed by the Dean.

The clinical agency makes the determination the student is clear to participate in clinical activities. **By signing the signature sheet in this manual, I am indicating that I have read, understand and voluntarily agree to the requirement to submit to a drug screen before the first clinical and randomly throughout the program.**

**A copy of this signed and dated signature sheet will constitute my consent for the certified laboratory performing the drug screen to release the original results of any drug screen to Southern Union State Community College.**

Students must also submit to a background check prior to registering for the first Health Sciences program/course. Failure of the student to complete this background check by the required date will result in the student losing his or her space in the selected program. The background check must be performed by the recommended agency of the college at the student's expense. If at any time the student fails to achieve an **“accept”**

for the criminal background check, the student will be unable to participate in the Health Science Program at Southern Union State Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Program of Study

\_\_\_\_\_  
Student #

\_\_\_\_\_  
Date

## Student Signature Form

**Policies** I have read the policies set forth in the Southern Union State Community College **Nursing Handbook**. I understand that my initials by each statement below and signature at the bottom of page indicates that I have read, understand, and agree to abide by each of the policies outlined and listed below. In addition, my initials by each individual statement provides documentation that I have been informed and understand the consequences of not following each of the policies (listed below) which are required to participate in the **Nursing Program** at Southern Union State Community College.

- \_\_\_\_ Legal limitations of licensure/ certification
- \_\_\_\_ Simulation procedures (confidentiality statement for debriefing and videotaping)
- \_\_\_\_ Potential Health and Safety Hazards
- \_\_\_\_ HIPAA policy
- \_\_\_\_ Program requirements for graduation
- \_\_\_\_ Clinical requirements required for registration for health science classes
- \_\_\_\_ Clinical rotations and clinical grading policies
- \_\_\_\_ Class and clinical absentee policy
- \_\_\_\_ Essential Functions updated annually
- \_\_\_\_ Drug Screening appeal policy and procedures for random and admission drug screens
- \_\_\_\_ Final academic grade appeal procedures
- \_\_\_\_ Responsibility for learning
- \_\_\_\_ Academic Appeals policy (not final grade appeal)/ Formal due process policy
- \_\_\_\_ Academic Honesty/ Integrity/ Cheating/Plagiarism
- \_\_\_\_ Laboratory Skills lab policy
- \_\_\_\_ Release of clinical information such as but not limited to criminal background checks, drug screens, lab tests, and health forms to clinical agencies required for you to participate in clinical rotations
- \_\_\_\_ Acceptability for clinical rotations is determined by clinical agency
- \_\_\_\_ Dismissal from one clinical agency results in dismissal from the program.
- \_\_\_\_ Location of student handbook
- \_\_\_\_ Harassment policy
- \_\_\_\_ Social Media policy
- \_\_\_\_ Student work policy
- \_\_\_\_ Course evaluation

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_

Student Number \_\_\_\_\_ Date \_\_\_\_\_

**Potential Health and/or Safety Hazards** I understand that the nature of a nursing education is such that I may be exposed to potential health and/or safety hazards while participating in clinical rotations. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Southern Union State Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman's compensation benefits.

---

*Student's signature*

---

*Date*

---

**Clinical Rotations** I understand that it is necessary that I complete clinical hours in a health care facilities, simulation center, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. I further understand that (1) I am not expecting and will not receive compensation for participation in clinical courses from either the institution or the health care facility; (2) I have not been promised, and I am not expecting, a job at the health care facility as a result of participation in clinical experiences at a health care facility, and (3) I will be withdrawn from the program if refused by a clinical agency.

**Representation as Nursing Student Students** may not represent themselves as nursing students or engage in client/patient care except as part of an assigned, planned learning activity in a practice/clinical setting.

---

*Student's signature*

---

*Date*

## **RELEASE OF CLINICAL INFORMATION**

I give Southern Union State Community College permission to release information regarding my clinical and classroom performance to clinical agencies, including those with whom I apply for employment. **I also give permission for required clinical documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.**

---

*Student's signature*

---

*Date*

---

*Printed Student Name*

---

*Student Number*

## RELEASE OF INFORMATION

I give permission for \_\_\_\_\_ to write a letter of eligibility to:  
(Instructor)

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(Name) (Address)

\_\_\_\_\_ has my permission to include any and all information,  
(Instructor)

including my grades, GPA, attendance, and class rank in this letter.

I waive / do not waive my right to review a copy of this letter at any time in the future.

---

Student's Signature Date

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Print Name Student Number

## Statement of Disclaimer

The College reserves the right to change cost, curriculum, course content, calendar, or any other items contained herein as changing circumstances may dictate. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled at the College.

All formats, guidelines, and evaluation criteria as published in this handbook are subject to modification at the discretion of nursing faculty for the purpose of meeting the specific requirements of the changing professional objectives of varying nursing courses. Such modifications will be published in the respective course syllabi and posted in the course management system for the class.