CVCC

CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

2018-2019 NURSING STUDENT HANDBOOK
Updated 8/7/2018

DISCLAIMER

The 2018-2019 Nursing Student Handbook applies to all students enrolled in a Chattahoochee Valley Community College nursing program, supersedes all previous published editions, and is in effect until a subsequent Nursing Student Handbook is published either in print or online at http://www.cv.edu/divisions/careertechnical-divisions/healthsciences/.The program content in this handbook supersedes the CVCC Catalog and Student Handbook.

Chattahoochee Valley Community College reserves the right to change items contained herein, as circumstantially dictated. All such changes are effective immediately, as determined by the proper authorities, and may apply to both prospective and currently enrolled students. Students will be notified of substantial changes made to the Nursing Student Handbook and provided a supplemental acknowledgment form, to be signed and placed in their file.

Additionally, 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 course management system.

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INTRODUCTION

Welcome, to the Nursing Program at Chattahoochee Valley Community College! The first Nursing Program at CVCC was established in 1977. Graduates of the Nursing Program at CVCC are highly respected members of the healthcare community in the Bi-City and Fort Benning area, as well as in other States and abroad.

This *Nursing Student Handbook* has been prepared to provide nursing students information about the policies and procedures within the Nursing Program. It is the responsibility of the nursing student to read this handbook carefully and understand its contents. ***If, for any reason, routine progression through the enrolled program is interrupted, policies in the Nursing Student Handbook at the time of reinstatement will apply.***

It should be understood that all information in the *Nursing Student Handbook* is essential to your success. Be advised that any ***bolded and italicized*** information is critical information which you need to understand.

After you have read this handbook in its entirety and have had the opportunity to ask questions, please sign the *Acknowledgment Forms* at the back of handbook. All signed *Acknowledgement Forms* should be submitted to the Health Sciences Coordinator to be placed in your permanent file.

The faculty and staff at Chattahoochee Valley Community College are committed to your success. If you need additional assistance at any time during your course of study, our doors are always open. Again, welcome to the Nursing Program at CVCC!

NURSING FACULTY AND STAFF	
Chairperson	Resa Lord resa.lord@cv.edu 334-214-4818 IPAC 312
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PROGRAM INFORMATION

Chattahoochee Valley Community College Mission
Chattahoochee Valley Community College promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career and technical education workforce development, and adult education.

State Approval and National Accreditation Status
Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

The Nursing Programat Chattahoochee Valley Community College consists of a practical nursing track; a PN to RN Mobility track; and an Associate of Applied Science track. All tracks are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The last self-study and on-site visit was in Fall ~~2012~~ 2017 with a follow-up report due spring 2019. The next scheduled self-study and site visit will be fall 2025.

The Nursing Program at Chattahoochee Valley Community College is approved by the Alabama Board of Nursing. The last on-site visit by the Alabama Board of Nursing was August 2010.

Graduates of the Practical and Associate Degree Nursing programs are eligible to apply to write the National Council of Licensure Examination (NCLEX) which is appropriate to the discipline in any of the fifty United States. Comments or complaints can be directed to:

<div align="center">

Accreditation Commission for Education in Nursing
(ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Southern Association of Colleges and Schools Commission on Colleges
(SACSCOC)
1866 Southern Lane
Decatur, GA 30033
404-679-4500
www.sacs.org

Alabama Board of Nursing
(ABN)
P.O. Box 303900
Montgomery, Alabama 36130
1-800-656-5318
www.abn.state.al.us

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Alabama Community College System Nursing Program Mission and Philosophy

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

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

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

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

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

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

> **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 definition)

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 definition)

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

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

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 definition)

>**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 definition)

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 definition)

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

>**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 definition)

Alabama Community College System Conceptual Framework
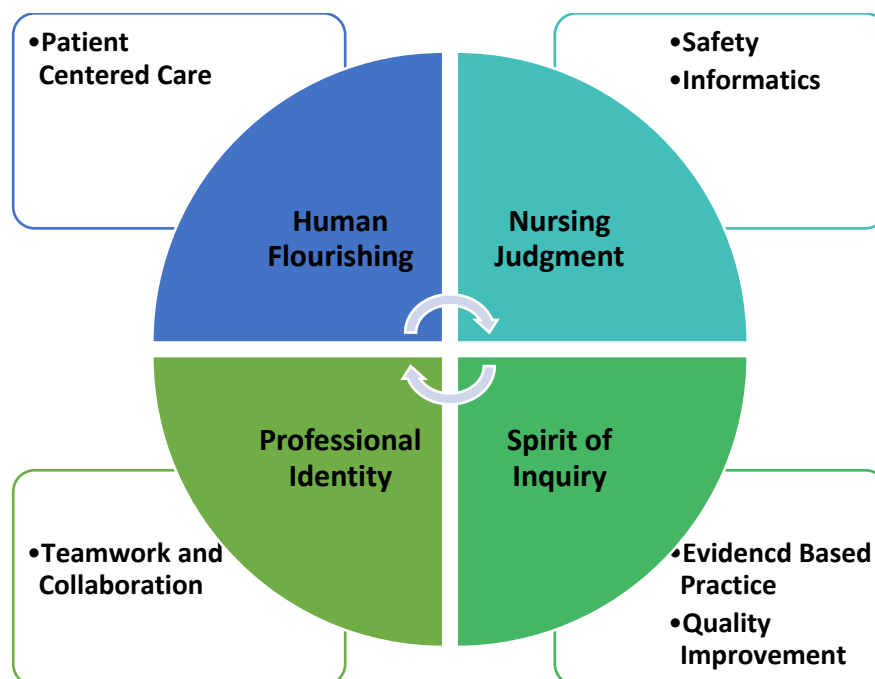
The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes. The framework consists of concepts that encompass the qualities of 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.

Alabama Community College System Nursing Program Outcomes

Performance on Licensure Examination	The most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
Program Completion	At least 60% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below: • AAS in Nursing – seven semesters • AAS in Nursing LPN/Paramedic Mobility with NUR209 – four semesters • AAS in Nursing LPN/Paramedic Mobility without NUR209 – three semesters • Practical nursing certificate – four semesters
Job Placement Rates	At least 80% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

Alabama Community College System End-of-Program
Student Learning Outcomes/Graduate Competencies

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies	Associate Degree Nursing End-of-Program Student Learning Outcomes/Graduate Competencies
Human Flourishing Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).	**Human Flourishing** Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).
Patient-Centered Care Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).	**Patient-Centered Care** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).
Nursing Judgement Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).	**Nursing Judgement** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).
Informatics Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).	**Informatics** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).
Safety Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).	**Safety** Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).
Professional identity Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).	**Professional Identity** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).

Teamwork and Collaboration Function competently within own scope of practice as a member of the health care team (QSEN, 2012).	**Teamwork and Collaboration** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).
Spirit of Inquiry By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).	**Spirit of Inquiry** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).
Quality Improvement Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).	**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, 2012).
Evidence-Based Practice Implement evidence-based practice in the provision of individualized health care (QSEN, 2012)	**Evidence-Based Practice** Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

Student and Faculty Responsibilities 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 study 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.

Instructors will do their best to provide a disciplined yet comfortable and supportive learning 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 being a student 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, not a grade. ***Students must EARN their grades.*** Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

Student 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, participation in faculty meetings, and evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of each 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 with one-on-one feedback. Students are asked to evaluate the entire curriculum upon completion of the program and six months to one year after graduation. Additionally, one student representative and one alternate will be elected from each nursing cohort at the beginning of each academic year. These representatives may serve as non-voting representatives at Nursing Faculty meetings as invited.

Students are encouraged to participate in the Nursing Student Advisory Board. All elected class representatives are highly encouraged to attend the Nursing Student Advisory Board meetings. All nursing students are welcome to attend. The Nursing Student Advisory Board meets a minimum of twice per year (one meeting fall semester and one meeting spring semester).

Associate of Applied Science in Nursing- Direct Entry

All non-nursing courses must be completed before or during the semester they are designated in the curriculum below.

First Semester (Fall)

Course	Theory	Lab	Clinical	Credit	Contact
MTH 100 – College Algebra or Higher	3	-	-	3	3
BIO 201 – Human Anatomy and Physiology I	3	1	-	4	5
NUR 112 – Fundamental Concepts of Nursing	4	2	1	7	13
Term Total	**10**	**3**	**1**	**14**	**21**

Second Semester (Spring)

Course	Theory	Lab	Clinical	Credit	Contact
ENG 101 – English Composition	3	-	-	3	3
BIO 202 – Human Anatomy and Physiology II	3	1	-	4	5
PSY210 – Human Growth and Development	3	-	-	3	3
NUR 113 – Nursing Concepts I	4	1	3	8	16
Term Total	**13**	**2**	**3**	**18**	**27**

Third Semester (Summer)

Course	Theory	Lab	Clinical	Credit	Contact
SPH 106 or SPH 107 - Speech	3	-	-	3	3
NUR114 – Nursing Concepts II	5	-	3	8	14
NUR115 – Evidence Based Clinical Reasoning	1	-	1	2	4
Term Total	**9**	**-**	**4**	**13**	**21**

Fourth Semester (Fall)

Course	Theory	Lab	Clinical	Credit	Contact
BIO 220 - Microbiology	2	2	-	4	6
NUR 211 – Advanced Nursing Concepts	4	-	3	7	13
Term Total	**6**	**2**	**3**	**11**	**19**

Fifth Semester (Spring)

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective (Ethics Preferred)	3	-	-	3	3
NUR 221 – Advanced Evidence Based Clinical Reasoning	3	-	4	7	15
Term Total	**6**	**-**	**4**	**10**	**18**

Program Totals:

Practical Nursing		**Registered Nursing (ADN)**	
Nursing Credit:	25	Nursing Credit:	39
Academic Credit:	20	Academic Credit:	27
Total Credit Hours:	45	Total Credit Hours:	66

Associate of Applied Science in Nursing– Mobility

All non-nursing courses must be completed before or during the semester they are designated in the curriculum below.

Prerequisite Courses

Course	Theory	Lab	Clinical	Credit	Contact
BIO 201 – Human Anatomy and Physiology I	3	1	-	4	5
BIO 202 – Human Anatomy and Physiology II	3	1	-	4	5
ENG 101 – English Composition	3	-	-	3	3
MTH 100 – College Algebra or Higher	3	-	-	3	3
PSY210 – Human Growth and Development	3	-	-	3	3
SPH 106 or SPH 107 - Speech	3	-	-	3	3
Term Total	**18**	**2**	**-**	**20**	**22**

First Semester (Summer)

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209* – Concepts for Healthcare Transition Students	6	1	3	10	18
Term Total	**6**	**1**	**3**	**10**	**18**

* *Students are exempt from this course <u>ONLY</u> if they have earned a practical nursing certificate from a concept based curriculum within the Alabama Community College System within two years of application deadline.*

Second Semester (Fall)

Course	Theory	Lab	Clinical	Credit	Contact
BIO 220 - Microbiology	2	2	-	4	6
NUR 211 – Advanced Nursing Concepts	4	-	3	7	13
Term Total	**6**	**2**	**3**	**11**	**19**

Third Semester (Spring)

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective (Ethics Preferred)	3	-	-	3	3
NUR 221 – Advanced Evidence Based Clinical Reasoning	3	-	4	7	15
Term Total	**6**	**-**	**4**	**10**	**18**

Program Totals

Prerequisite Credit: 20
Academic Credit: 7
Nursing Credit: 24
Non-traditional Credit: 15
Total Credit Hours: 66

GENERAL INFORMATION

College Activities

Nursing students have the opportunity to participate in campus activities, which serve to broaden the total academic experience. Activities vary according to student needs and desires. These various activities are listed and described in the current *CVCC Catalog and Student Handbook*. These activities are coordinated through the Office of Student Development. Activities are posted on bulletin boards, closed circuit televisions, and/or announced in class.

All student organizations are approved by the Director of Student Development and/or the Dean of Student Services. Student organizations operating on campus without such approval are subject to immediate removal and the responsible students are subject to appropriate disciplinary action.

CVCC provides a wide array of student activities and includes the Student Government Association, Music, Athletics, and Phi Theta Kappa. Faculty members are flexible with students' class and clinical schedules when absence is due to attendance at state or national meetings or competitions.

Students may elect to participate in the *National Student Nurses Organization (NSNA)*. This organization exists at the discretion and participation of the student nurses. A nursing faculty member must serve as an advisor for this organization. Students interested in participating in this organization should contact a nursing faculty member.

Use of Tobacco Products

CVCC is a smoke-free campus. The use of tobacco products and vaping is prohibited on campus.

All clinical sites utilized by CVCC are smoke-free. The use of tobacco products and vaping is prohibited at all sites. Students smoking at a clinical site will receive a clinical unsatisfactory and will be sent home for the clinical day.

Food and Drink

It is the policy of CVCC that no food or drinks are allowed in any of its classrooms, labs, or the Learning Resource Center.

Cell Phones

Cell phones must be turned on 'silent' during class time. Cell phone use during class time is at the discretion of the instructor. Faculty reserves the right to ask students to deposit cell phones at the front of the room prior to class. If a student has an extenuating circumstance in which they expect a call during class time, 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. *Cell phone use during any test is strictly prohibited and is subject to appropriate disciplinary action. Cell phone use for personal*

reasons (e.g. texting, social media, email) in the clinical/lab setting is strictly prohibited. Cell phone use for clinical/lab information purposes (e.g. digital textbooks, completion of evaluations) may be permitted, at the discretion of the clinical instructor. Taking a picture, recording videos and/or conversations during class or clinical rotations may be considered a violation of HIPAA and/or FERPA and is subject to appropriate disciplinary action.

Use of Computer Resources

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. Their purpose is to facilitate College programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs and support for authorized research.

Acceptable uses of the Internet and e-mail

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College's Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education; research; local, state or national government affairs; economic development and public service related to College supported activities.

Alabama Research and Education Network

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

Software

To prevent computer viruses from being transmitted through the College's e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

Security

All messages created, sent or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.
Violations

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

Chattahoochee Valley Community College is not liable for injury, damage or expense arising from any sites or materials accessed through use of its Internet/e-mail system.

Email: Official Means of Communication

The College created official cv.edu email addresses for all employees and students and has adopted email as the official form of communication to these cv.edu mail accounts. The College considers other forms of campus communication as supplemental. ***Students and faculty must utilize Pirate mail (CVCC email) for all official means of communication involving their academic work.   Faculty members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours.***

Calculators/Tape Recorders/Electronic Devices

The policy regarding use of calculators, tape recorders and/or any other electronic devices varies with each course. See individual course syllabi for course policy. Use of personal electronic devices and/or smart phones is not permitted during testing at any time. Students will not be permitted to disperse recordings of lectures. This includes, but is not limited to: posting lectures to websites and social media outlets or dispersing copies to other students.

Program Tools

Students will be required, throughout the duration of the nursing program, to purchase multiple learning tools. Each tool serves a specific purpose and is vital to successful program completion. These tools include, but are not limited to the following:

1. Electronic tablet or laptop
2. Required textbooks (electronic or traditional). Textbooks or e-books deemed "optional" by the course instructor or nursing faculty are not considered required and purchase thereof is at the discretion of the student.
3. Required educational software as prescribed by the program
4. Subscriptions (e.g. ACEMAPP, VerifyStudents, and Immunitrax)
5. Stethoscope, penlight, bandage scissors, sphygmomanometer, wrist watch with a second hand.
6. Nursing Kit. Items included in the kit are:

~CVCC Nursing Kit Item List~	
Item Name	**Quantity**
Sterile Irrigation Tray with 60 ml Piston Syringe	1
Personal Protection Kit	1
Surgical Gauze Sponge, 2x2, 8 ply, package	2
Practi-Vial 10 ml Sterile Water	2
Sterile ABD/Combine Pads, 5x9	2
Practi-Powder White 10 ml Vial	2
Tracheostomy Care Kit	1
Trach Velcro tube holder	1
Dressing Change Tray with tegaderm, chloraprep, biopatch, & gloves	1
14 French Suction Catheter Kit	1
Stretch Gauze Bandage, 3 inch	2
Penlight with pupil gauge	1
IV Start Kit	4
Needleless IV Administration Set 15 drops/mL, 106 inch tubing	1
Needleless IV Secondary Administration Set 15 drops/mL, 37 inch tubing	1
Needeless IV Catheter Extension Set	1
Foley Cath Kit with specimen port and stat lock	1
Practi-bag 50 ml IV Normal Saline	4
Practi-amp	2
Tegaderm 2x3	6
14 French Salem Sump Nasogastric Tube	1
Transparent Surgical Tape	1
ID tag	1
Storage bag for all items	1

Failure to purchase required program tools will result in inability to complete assigned coursework, attend clinical rotations, and, ultimately, inability to progress in CVCC's nursing program.

Students are required to communicate issues which could potentially delay payment for any of the above tools IMMEDIATELY to the course instructor, for information about any available assistance. . Nursing program faculty and staff will consider failure to communicate potential issues as an indicator that payment will be made no later than the established deadline and deadline extensions will not be granted.

Academic Dishonesty

Students should recognize that a mature acceptance of academic responsibilities is a requisite for accomplishment in college work. Students should refer to the current *CVCC Catalog and Student Handbook* for information concerning college policies regarding student conduct.

Academic dishonesty is one form of academic misconduct. Academic dishonesty includes cheating and plagiarism as identified in any forms below:

CHEATING
    a. Submitting material that is not yours as part of your course performance;
    b. Using information or devices that are not allowed by the faculty;
    c. Obtaining and/or using unauthorized materials;
    d. Fabricating information, research, and/or results;
    e. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
    f. Collaborating with others on assignments without the faculty's consent;
    g. Cooperating with and/or helping another student to cheat;
    h. Demonstrating any other forms of dishonest behavior.

PLAGIARISM
    a. Directly quoting the words of others without using quotation marks or indented format to identify them;
    b. Using information (published or unpublished) without identifying the source;
    c. Paraphrasing materials or ideas without identifying the source;
    d. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
    e. Submitting work belonging to another individual, including peers with whom you were collaborating.

Students are expected to practice academic honesty. If an instance of academic dishonesty is determined by the instructor to have occurred, a student may:

    1. Be required to retake an examination, or resubmit an assignment;
    2. Receive an "F" on the given exam or assignment; or
    3. Receive an "F" for the course.
    4. Dismissal from the CVCC Nursing program

Whether or not academic misconduct occurred, and what sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter to the Chief Academic Officer through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean of Student Services if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor for such disciplinary action.

Chain of Command

Should a problem arise during the semester, you should strive to solve it with the instructor or student involved. If a resolution is not reached or the student is dissatisfied, the student should

consult the Chairperson of Health Sciences. If no satisfaction is obtained with the Chairperson of Health Sciences, the student should consult the Dean of Instruction. Students should follow the Chain of Command in all situations.

For information on formal Grievance Procedures, please see the current *CVCC Catalog and Student Handbook*.

Students Access to Instructors

Students will be able to meet with their instructors during designated office hours/tutoring hours. Office hours are published in individual course syllabi and posted outside the faculty members' door each semester and/or on the Health Sciences bulletin board located outside of the main office door. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. ***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. Other Health Sciences faculty or staff members may attend scheduled appointments as witnesses and/or mediators.

Students should use faculty members' office phones; CVCC email; or Blackboard to make contact with the instructor. Students should not utilize personal faculty emails; social media or cell phones to contact the faculty member. ***Students and faculty must utilize Pirate mail (CVCC email) for all official means of communication involving their academic work.***   *Faculty members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours.*   Such contact is at the discretion of the faculty member.

Visitors

Students may not have visitors in class, lab or clinical. Should a spouse or significant other need to reach a student, please have them report to the Health Sciences Office, IPAC Room 303 or to the CVCC Office of Administration, Wallace Hall. According to CVCC policy, minor children are not permitted in classrooms or laboratories at any time.

Parking

CVCC provides spaces for students in designated lots on campus. Students who park on campus must obtain a vehicle registration tag from the Switchboard Operator/Receptionist in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking tag. Students are reminded that red striped parking spaces are reserved for visitors and yellow striped parking spaces are for faculty and staff only. Handicapped parking is designated by blue stripes and a wheelchair symbol. Students are subject to parking tickets and fees if parked inappropriately.

Parking at clinical facilities is at the direction of the assigned facilities. Students are expected to follow these parking assignments and are responsible for any tickets or fees which may be incurred if parked inappropriately.

Failure to respond to a parking ticket obtained on campus or at a clinical facility may result in a HOLD on your student accounts; a delay in registration; and/or a clinical unsatisfactory.

Dress and Appearance

Effective Fall 2017: New students entering the program must be in the designated uniform for that cohort. Students returning to the program or transferring into a new cohort must wear the uniform which matches the cohort they are entering.

Approved uniforms are available in the campus bookstore for purchase or by special order.

Acceptable Clinical/Lab Dress

Clinical Uniform	Navy scrub pants. Navy blue scrub top with CVCC gold patch/embroidery. Clean and wrinkle free. Solid white or navy crew neck t-shirt with short or long sleeves is permitted under uniform top. Females wearing a uniform dress/skirt, length should not be shorter than top of the knee.
Lab Uniform	Navy or khaki scrub pants and designated CVCC nursing t-shirt OR clinical uniform.
Lab Jackets	Navy scrub jackets with snaps or buttons and school patch/embroidery. Lab jackets may be worn for warmth or as directed or required by the nursing instructor or clinical agency.
ID Badge	A CVCC student ID badge must be worn above the waist. The ID badge photo, name and title must be visible at all times. Students should not use an employee name badge from any clinical institution.
Footwear	Footwear will be safe and appropriate for nursing, neat and presentable. Footwear will fully cover the toes and top of foot. Sandals or cloth shoes are prohibited as they do not offer protection against spilled liquids or sharp items that may be dropped or kicked. Flip-flops are not appropriate footwear for clinical or lab. Solid neutral colors preferred, i.e. black, navy, and brown. No white, grey, or bright neon colors.
Jewelry	Jewelry is an accessory and must not be an interference, distraction or safety hazard to patient care.
Body Piercings	Jewelry associated with a body piercing may not be worn in any visibly pierced body part except ears. No more than two earrings (pierced or clipped) per ear are acceptable.
Fingernails	Fingernails will be neat and clean. Due to infection control considerations in providing direct patient care students must not wear artificial nails, nail wraps, gel nails, or acrylic nails. Nail polish should not be chipped or have jagged edges and should be neutral in color (clear or pale colors only). Nails shall be no longer than ¼" beyond the tip of the finger.
Cosmetics/Perfume/ Cologne	Heavily scented shaving lotions, colognes, lotions and/or powders must be avoided. False eyelashes are not permitted while in uniform.
Hair	Hair will be neat, clean, manageable and off the shoulders and should not

	cover eyes. All facial hair shall be neat, clean and appropriately trimmed. Hair color must be tasteful and conservative. Hair color must not be out of the biological norm.
Tattoos	Tattoos and/or body art may not be visible and must be covered while in clinical. Neutral arm sleeves, hosiery, bandages, or make-up may be worn to cover tattoos. Tattoos should not be visible through any type of covering.
Personal	Students will maintain personal hygiene including regular bathing, shampooing of hair, and use of deodorant. Underclothing must be worn and should be white or neutral and solid in color. Underclothing should not be visible through the uniform.
Miscellaneous	Students will have a stethoscope, a functioning pen light, bandage scissors, a watch with a second hand and a black ball point pen during clinical. Chewing gum is not permitted in the clinical or lab settings.

**This dress code has been adapted from CRHS Dress & Appearance Policy, Document #CRH.HR.ERSP.402

Dress and appearance policies and/or dress codes for the clinical agency prevail over Nursing Department codes when the clinical agency code is more stringent. Faculty reserve the right to use professional judgement when determining if a student meets the dress and appearance policy. Failure to abide by the dress code may result in appropriate disciplinary action.

Use of Photographs

Photographs of students may be taken throughout the program for use in class projects or public relations information. Students are responsible for providing a Chattahoochee Valley Community College Health Sciences staff or faculty member a written request, stating that the use of their photograph is not permissible for these purposes. Failure to provide a written request will be considered permission, by the student, for their photograph to be used in class projects or public relations information.

CLASSROOM INFORMATION

Course Evaluation

All testing within the nursing program will reflect progression. Tests will become progressively more difficult as the student moves from novice to expert within the program. Every nursing course will include unit exams and a comprehensive final. Nationally normed computerized testing is utilized throughout the curriculum to prepare students for graduation and NCLEX readiness.

All nursing courses utilize a 1000 point grading scale which is in compliance with the Alabama Community College System Nursing Program grading policy. The following grading policy is in effect for all Nursing coursework:

$$900 - 1000 \text{ points} \quad = \quad A$$
$$800 - 899 \text{ points} \quad = \quad B$$
$$750 - 799 \text{ points} \quad = \quad C$$
$$600 - 749 \text{ points} \quad = \quad D$$
$$\text{Below } 600 \text{ points} \quad = \quad F$$

A minimum grade of "C" in theory (750 points or above) AND "satisfactory" clinical performance is required to successfully complete the course and progress within the program.

Individual test grades will be recorded in tenths. Individual test grades *will not* be rounded up to the next higher score, based upon the hundredths.

For example:
If a test grade is 89.57, then the grade will be recorded as 89.5.
If a test grade is 89.52, then the grade will be recorded as 89.5.

Final course grades will be recorded in whole numbers. Final course grades *will not* be rounded up to the next higher score, based upon the tenths.

For example:
If a final course grade is 89.5, then a 'B' will be recorded.
If a final course grade is 74.5, then a grade of 'D' will be recorded.

Students earn the grades they are given. Students will not be granted points under any of the following conditions:
- Tuition payment
- Hard work and participation
- Life experiences or circumstances
- Proximity to next higher grade

If a student receives a total of three documented clinical unsatisfactory ratings in one course this will result in a clinical failure and a grade of "F" for the course. Students who have a clinical failure due to three documented clinical unsatisfactory ratings must follow appropriate re-admission procedures and demonstrate competency before being allowed to return.

If a student receives one documented clinical unsatisfactory for patient safety this will result in a grade of "F" for the course. Any student who has a documented clinical unsatisfactory for patient safety will not be allowed reinstatement into the nursing program and must reapply as a new student.

Understanding the Difference: Standardized Assessments vs. Unit Exams

During the course of the nursing program, students are given examinations to "examine" how much is learned from specific material that was theoretically presented in lecture, reading, skills labs, clinical, etc. Scores on these exams are based on the scale explained previously.

It is important to understand that a nursing program cannot teach everything there is to know about any given content area in a given semester OR all there is to know about nursing in 2 years. Nursing is a lifelong career of learning. Every nursing program has small differences in focus and teaching strategies. Every nursing program uses different textbooks and materials.

Standardized assessments are broad and are used to "assess" what you know in comparison to the end-of-program comprehensive exam and ultimately the NCLEX blueprint. Therefore your score on any proctored nationally standardized exam – while still based on the 100% scale – is not looked at in the same way as a typical exam. It would be totally unreasonable to expect you to score 75-100% over material that you may have never seen before.

Therefore, standardized assessments are a means to identify areas that you might see on your end-of-program comprehensive exam and ultimately NCLEX. Through continued coursework, review and remediation activities throughout the course of the program, you will be prepared at the end of your program for NCLEX.

Classroom Attendance/Tardy Policy

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the sixty percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course and a "W" indicating a withdrawal is posted for the course grade.

Each instructor's attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC's official Class Schedule for the term. Online students who fail to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the sixty percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the sixty percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance.

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the College Catalog.

In the event of *extenuating circumstances* necessitating absence from class, clinical or other work assignments, it is the responsibility of the student to contact the instructor within 24 hours to discuss missed time and potential make up requirements. Extenuating circumstances are defined as:

- Documented student illness or hospitalization. Documentation must be submitted on hospital or physician letterhead with appropriate original signature or on an original prescription pad with legible documentation and signature including contact information. No photocopies or duplicates accepted. Photographs are not acceptable documentation. Documentation should include the student's name, dates of illness or hospitalization and a statement safely releasing the student back to class and/or clinical.
- Serious family emergency involving an immediate family member. Documentation may be requested as defined above.
- Documented motor vehicle accident involving student. Documentation must be submitted from law enforcement in the form of an original or original duplicate to include the student's name and date of incident.
- Bereavement due to death of an immediate family member. Immediate family member is defined as parents, spouse, child, sibling, grandparents or cohabitating/life partners.
- Jury duty.

Students will be expected to provide written documentation to explain the extenuating circumstance. The determination of extenuating circumstances will be at the discretion of the instructor and/or Health Sciences Chairperson. *AN ABSENCE MAY BE EXCUSED DUE TO EXTENUATING CIRCUMSTANCES AT THE DISCRETION OF THE INSTRUCTOR AND/OR THE HEALTH SCIENCES CHAIRPERSON.*

The nursing faculty believes that attendance reflects acceptance of professional responsibility which is one of the essential criteria of the nursing student's performance evaluation. Because nursing education requires a blend of classroom and clinical instruction, separate attendance policies are required.

The nursing faculty expects all students to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, are recommended to withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.   Withdrawal from class can prohibit progression in nursing and allied health programs.

A tardy for class will be defined as five or more minutes past announced starting time of the class. Entrance to the classroom will be at the discretion of the instructor.

Any class time missed, regardless of cause, reduces the student's opportunity for academic success. When a student is absent, the student is responsible for all announcements, content covered in class and for any assignments.

When reporting an absence or tardy for class, one student MAY NOT bear the message for the student who is absent or tardy.

Course Syllabi

Each nursing course has a syllabus that is the student-teacher agreement for that specific course. Syllabi may be provided to the student; required for purchase; or posted on-line at the instructor's discretion.

The Course 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.

Course Syllabi are projections of activities that will take place over the course of time. Faculty reserve the right to modify activities to fit unforeseen circumstances. Changes to syllabi will be announced in class and/or provided in writing via the course management system on Blackboard.

Student Expectations

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

Unsanctioned talking, eating, sleeping, and reading unrelated material during 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 and the Health Sciences Chairperson before being 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 at their discretion.

Students should follow the guidelines of the course as outlined by the instructor, complete all assignments and prepare for class to master the information and skill 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 study time is 2 hours per day for each hour of class. Extra-curricular activities, including jobs, should not affect teachers' expectations or interfere with students' preparation for classes.**

Testing

Students of the CVCC Nursing Program will be required to complete course-based testing as well as nationally normed tests throughout the curriculum. Students must take all exams at assigned times or make arrangements in advance (not the day of the test) with the faculty member.

Make-up exams are given at the discretion of the instructor and are not guaranteed to the student. A make-up exam day will be scheduled each semester for all students. Students may take only one make-up test, per course, per semester.

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 for the purposes of challenging a test question in order to obtain points ***Students who wish to challenge a test question must do so within 24 hours from the end of the test administration. Students will not be permitted to challenge the final exam.*** ***Students will NOT be permitted to challenge or appeal any grade earned on a nationally normed standardized exam.***

 Students who challenge test questions must do so in writing with documentation as to the reason for the challenge. Students should follow the chain of command.

Nationally normed computerized exams will be monitored. Students will need to arrive at the computer lab at the designated time. No food or drinks are allowed in the lab.   Students will not be allowed to bring anything into the room except a pencil and a basic calculator. If paper is needed, faculty will supply you with a blank sheet that must be signed and returned at the end of the testing period. Students will be asked to deposit all personal belongings, including cell phones, purses, book bags, calculators, and food or water items at the front of the classroom during nationally normed computerized exams in order to simulate the NCLEX experience. No other programs or internet application should be open on the task bar or used during these exams. Students may not check email, surf the web, or go to other websites before, during, or after the test. Book bags must be left at the front or side of the room. Test proctors reserve the right to monitor students who elect to use restroom during tests. Once testing is complete, the student will exit the computer lab and will not be permitted re-entry unless approved by the instructor. Any violation in this policy will result in the student being referred to the Dean of Students for academic misconduct as outlined in the current <u>CVCC Catalog and Student Handbook.</u>

Students will be required to complete a comprehensive computerized exam in the last semester of the program. The exam will count as a final grade and will not be offered more than twice. The exam will count up to 49% of the course grade.

Grade Appeals

It is the policy of CVCC that students should have the opportunity to appeal any grade which a student has reason to believe to believe does not accurately and fairly represent the nature of the class work which the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade which the student

received for an examination, a written/oral presentation, a project, or other required classroom activity, is either inaccurate or unfair grade. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven day period will begin on the first class day of the next academic term. In appealing a grade, the student may have his or her concern about the grade reviewed. See the current CVCC *Catalog and Student Handbook* for details.

CLINICAL INFORMATION

Clinical Rotations

Students are required to complete clinical hours, which will be educational in nature and are designed to develop skills necessary for entry-level competencies, in a variety of settings: health care facilities, CVCC skills lab, and CVCC simulation lab.

In conjunction with other clinical policies within this handbook, students (1) should not expect and will not receive compensation for participation in clinical courses from either the institution or the health care facility; (2) have not been promised, and should not expect a job at the health care facility as a result of participation in clinical experiences, and (3) will be withdrawn from the program if refused by a clinical agency because of a criminal background check or drug screen.

Clinical Attendance/Tardy Policy

All simulation lab and clinical experiences are considered clinical. The student assumes all responsibility for punctual and regular clinical attendance.

Students are expected to attend ALL clinical rotations required for each course. There will be one (1) make up day scheduled for missed clinical per semester and if the student does not attend the make-up day this results in clinical failure. Clinical make-up is not guaranteed based upon faculty availability and clinical space availability. If more than one (1) day of clinical is missed, this is a clinical failure. Failure to meet this standard will result in failure of essential criteria and, therefore, the course. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs.

All clinical absences, even when made up, count toward a 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. If excessive hours are missed, the student's progression in clinical rotations will be prohibited. The student will be referred to the Chairperson of Health Sciences. The student will submit documentation for the absences and the Chairperson will review and make the decision as to whether the student may remain enrolled in the program. The decision of the Chairperson is

final and is considered the appeal for the student. For example, the number of clinical/lab hours for NUR112 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 lab or clinical until the Chairperson reviews his/her appeal. Failure to be eligible for lab or clinical will result in failure of the course.

When it is impossible for the student to attend a clinical experience, it is the student's responsibility to call the instructor, the Health Sciences Coordinator, or the assigned unit at least 30-60 minutes or more prior to the beginning of the clinical experience. Contact must be made via CVCC email/telephone message.

Tardiness in clinical in excess of 15 minutes is not acceptable. Any student tardy in excess of 15 minutes will be sent home and counted as absent. If you believe you will be later than 15 minutes, it is the responsibility of the student to notify the clinical instructor that you will be absent. Chronic tardiness is not tolerated. Students who are tardy more than once will receive an unsatisfactory for the clinical day.

When reporting an absence or tardy for clinical or lab, one student may not bear the message for the student who is absent or tardy.

Clinical Documentation

Requirements for satisfactory completion of clinical documentation vary with each nursing course. See individual course syllabi for requirements. Clinical documentation is to be submitted on the due date. Documentation that is not submitted by the due date may be considered unsatisfactory at the discretion of the instructor. Documentation may be in the form of a simulated electronic medical record, a traditional nursing note/care plan, or other documentation as designed by the instructor.

Release of Clinical Information

Health Sciences students must give Chattahoochee Valley 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.**

Clinical Evaluation

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

There will be periodic clinical evaluations each semester depending on the clinical rotations attended by the student. The purpose of the evaluation is give feedback to the students regarding progress made toward meeting the clinical objectives of the course.   Students are encouraged to use the skills laboratory to remediate any identified deficits.

Clinical evaluations are made on a satisfactory/unsatisfactory scale. Evaluation will be made based on the clinical instructor's final assessment. Clinical performance must be satisfactory (75%) in each of the separate roles to receive a passing grade in the course. Unsatisfactory performance constitutes clinical failure.

Clinical Appraisal Criteria			
SCALE/GRADE	*DEFINITION*	*PERFORMANCE QUALITY*	*ASSISTANCE*
INDEPENDENT/ SUPERVISED/ MINIMAL ASSIST **S**	Clinical behavior and/or work is safe and meets all performance described.	Proficient; Coordinated; Confident; Expedient use of time; Efficient. **Documentation:** Considerable thought and effort is evident. All required areas are addressed in a complete and thorough manner. Information is accurate and presentation is professional in appearance. Assignments are turned in on or before due date.	Independent or with occasional physical and/or verbal direction.
FREQUENT ASSIST/ MARGINAL **NI**	Clinical behavior and/or work is safe, but does not meet all aspects of performance described. Behavior or performance is inconsistent. Student will be provided with feedback to improve performance and earn a satisfactory rating.	Partial demonstration of skills; Inefficient or uncoordinated; Delayed time expenditure. **Documentation:** Overall, work is complete or nearly complete, but lacks depth. Improvement is needed. Assignments are turned in on time.	Frequent physical and/or verbal direction.
DEPENDENT **U**	Clinical behavior and/or work is unsafe. Clinical behavior and/or work does not demonstrate improvement. Clinical behavior violates a critical behavior.	Unskilled and inefficient; Unable to demonstrate procedures; Considerable and prolonged time expenditure; Lacks confidence and coordination. **Documentation:** There are obvious gaps; Information is missing and/or not factual; Considerable improvement needed; Assignments are not turned in per faculty instructions.	Continuous or excessive verbal and/or physical direction. Dependent on instructor.
NOT APPLICABLE **NA**	Unable to evaluate at this time.		

If a student receives a total of three documented clinical unsatisfactory ratings in one course this will result in a clinical failure and a grade of "F" for the course. Students who have a clinical failure due to three documented clinical unsatisfactory ratings must follow appropriate re-admission procedures and demonstrate competency before being allowed to return.

If a student receives one documented clinical unsatisfactory for patient safety this will result in a grade of "F" for the course. Any student who has a documented clinical unsatisfactory for patient safety will not be allowed reinstatement into the nursing program and must reapply as a new student.

The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.

Critical behaviors are listed on the Evaluation Form. Students may be dismissed from the clinical unit for inability to successfully demonstrate any of the Critical behaviors. A rating of unsatisfactory in a critical behavior may constitute course failure. Students will be dismissed from the clinical and/or program of study for unethical, immoral, illegal, or unsafe clinical practice. Examples of unacceptable practice include, but are not limited to the following:

1. Breach in confidentiality.
2. Administering medications without a faculty member.
3. Leaving the clinical facility without notifying faculty.
4. Unprofessional behavior.
5. Unsafe care.

Students should not work a night shift (11pm-7am or 7pm-7am) and attend a 7am clinical or lab activity. Students should not stay up the night prior to lab or clinical for any reason. This may result in clinical unsatisfactory and/or failure. Students must be able to deliver safe care.

Students may not be given an unsatisfactory clinical grade for the same clinical behavior twice during his/her academic tenure as a nursing student.

All clinical evaluation forms must be submitted prior to the final exam for each course in order for the student to be eligible to take the final exam. The clinical evaluation forms must be complete and should include all signatures required.

Injury During Clinicals

The nature of nursing education is such that students may be exposed to potential health and/or safety hazards while participating in clinical rotations. *The student is financially responsible for any illness or injury occurring during clinical rotations, as they are not employees of the clinical agency or the college; therefore, it is required that students have health, hospitalization, and accident insurance.* If injured at a clinical agency while participating in clinical activities, the clinical agency and/or Chattahoochee Valley Community College is not

responsible for, not will they provide, workman's compensation benefits. Chattahoochee Valley Community College, its employees, officials, agents, and representatives are released from any claim of liability for injury, loss, damage, or death that may result or arise as a result of their experience as a student in the clinical agency.

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.

Malpractice Insurance

Each student must maintain current malpractice insurance throughout enrollment in the Nursing Programs at CVCC, including semesters without a clinical component. The malpractice insurance is purchased through CVCC during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately $16 per semester for coverage at the $2,000,000/$5,000,000 level. Payment of malpractice is included in your fees.

Nursing Student Licensure

All students enrolled in the mobility program are required to submit and maintain current unencumbered licensure for practical nursing.

CPR Certification

All nursing students are required to be certified as a Healthcare Provider in basic cardiopulmonary resuscitation (CPR) by the American Heart Association. This includes adult, child, infant CPR and AED training. Certification must be maintained while enrolled in the program. CPR is current for two years from the date of issue and must remain current throughout the semester enrolled. It is the responsibility of the student to maintain current CPR certification. In the event that a student is unable to perform CPR at any time during lab or clinical, the student will receive a clinical unsatisfactory for patient safety which will result in failure of the course and non-progression. In the event that a CPR card expires, the student will not be permitted into the clinical site which could result in failure of the course and non-progression within the program.

Red Cross CPR certification is NOT accepted by the clinical agencies.

CPR Certification Examples:
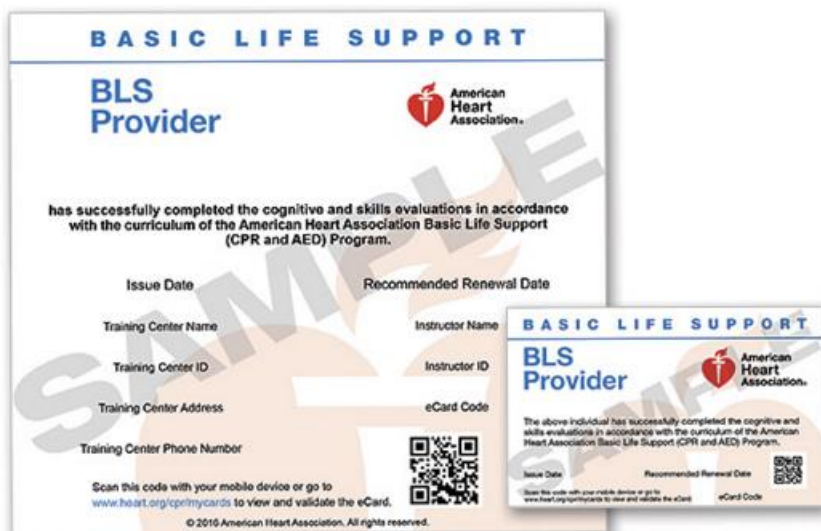
Clinical Skills and Simulation Lab Policy

CVCC provides students with learning experiences in clinical skills and simulation labs. These labs provide an active learning environment that allows students to practice and develop skills through hands-on experience using a variety of instructional support methods and resources.

Students will be required to participate in clinical skills and simulation labs as outlined by individual course syllabi.

In the clinical skills lab, students will practice and demonstrate basic nursing skills. Each student will be required to competently demonstrate skills as identified in individual course syllabi. *Students will have three opportunities in the clinical skills lab to demonstrate competency of identified skills. Failure to complete the skills by the third attempt will result in course failure and program non-progression.*

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

Students must wear closed toe shoes and ID badge during all lab and simulation lab experiences. Students attending simulation lab must wear school uniform. Uniform requirements for the skills lab will be designated by the course instructor.

Legal Responsibilities in the Clinical Setting

There is a national mandate to promote patient care safety in healthcare settings and facilities. All licensed nurses are required to demonstrate a basic general competency level as well as specific competencies related to practice area. ***Nursing students must comply with the legal, moral, and legislative, standards in accordance with the Alabama Board of Nursing Administrative Code.*** Please see: http://www.abn.alabama.gov/Content.aspx?id=123**.**

As part of the educational experience, student nurses are entrusted with the responsibility to provide nursing care. In several court decisions, the courts have deemed that anyone who performs duties customarily performed by professional nurses is held to the standards of professional nurses. Thus, student nurses will be held to the same standard of patient care as the professional nurse and liable for negligence if injury results.

It is the responsibility of the clinical instructor to determine if the student demonstrates the clinical and critical thinking skills which are required to provide safe patient care. If the clinical instructor determines that the student is unable to provide safe patient care, it is the legal responsibility of the clinical instructor to ***deny, and will deny***, the student access to the clinical learning experience.

Confidentiality/HIPAA

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. HIPAA violations will be considered a severe offense and therefore consequences will be severe.

All patient information is confidential. As stated in the American Nurses Association Code of Ethics, "The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient," which includes the duty of the nurse to maintain patient confidentiality. ***Protecting patient confidentiality is the law.*** Noncompliance with the law, HIPAA, can result in monetary, civil and criminal penalties.

The nursing faculty and staff at CVCC take HIPAA violations very seriously. The following disciplinary actions are in place for HIPAA violations:

- If a student negligently violates HIPAA, this will result in a reprimand and counseling by the instructor.
- If a student repeats a HIPAA violation, this will result in the student receiving written reprimand which will be placed in the student's file and the student will be placed on probation during the remainder of their program of study in nursing.

- Any intentional violation of HIPAA will result in the student being academically withdrawn from nursing courses and the student will need to go through the re-admission process according to policy. This offense will stay in the student's permanent file. Readmission is not guaranteed and will be considered on a space available basis.
- Any intentional and malicious violation of HIPAA will result in the student being academically withdrawn from all courses without the option of returning to the nursing program or any other program of the Health Sciences division of CVCC.

Below are some general guidelines for students about confidentiality:

- Students should not discuss patient information with anyone except for clinical personnel and those in the nursing program who are involved in your education program and adhere to the same standards of confidentiality (e.g., faculty, graduate colleagues).
- Under no circumstance shall any part of a patient record leave the clinical agency in any form.
- Students should never save patient sensitive information, with identifying information, on their computers or other electronic devices.
- E-mail correspondence with faculty should be treated confidentially and should not include patient identifying information.
- All documentation related to patients must be treated as a legal document and confidentiality respected and maintained.
- Client names or other identifying information (including initials, medical record numbers or other identifying numbers) should not be included in clinical paperwork, case presentations, or on notes.
- ***Photocopying or printing patient information from computers is NOT permitted in any clinical setting.***

Use of Social Media

Social networking is defined at an online community of people with a common interest who use a website or other technologies to communicate with each other and share information, resources, etc. Examples of social networking sites include, but are not limited to Facebook, Linked In, and Twitter.

Students are advised to use social media cautiously and to avoid disclosing any information which could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to identification of a patient will result in appropriate disciplinary actions, up to suspension from the college. Removal of an individual's name, 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 intended to minimize the risks of using social media, as outlined by the National Council of State Boards of Nursing (NCSBN):

- Nursing students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nursing students are strictly prohibited from transmitting by way of any electronic media any patient-related image or information.
- Nursing students should be advised that limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Nursing students should not refer to patients or other professionals in a disparaging manner, even if not identified.
- Nursing students must not take photos or videos of patients on cell phones or other personal devices.
- Nursing students should maintain professional boundaries when using social media for contact with patients, former patients, or health care professionals.
- Nursing students should report any breach of confidentiality or privacy to the nursing instructor.
- Nursing students must comply with clinical agency regulations regarding the use of computers, cameras, electronic devices and cell phones while in the clinical agency.
- Nursing students may not speak on behalf of the school or a clinical agency.

Netiquette

Netiquette is a blend of two more function words which are network and etiquette. The rules of netiquette are intended for people to be more professional when writing and communicating with others on the internet.

The Chattahoochee Valley Community College Health Sciences Division, which includes the Nursing Programs, has adopted the following rules of netiquette. Students, faculty and staff will be held accountable to these rules. Any violation of the rules may result in appropriate disciplinary action.

- No foul, threatening or abusive language.
- No harassing messages, obscene or offensive remarks.
- Do not reply to messages when angry. Walk away from the message and come back later and re-read and then respond.
- All capital letters indicates shouting or emphasis on a word, all lower case letters indicate mumbling.
- Use proper spelling, grammar and punctuation.
- When addressing instructors or your superiors, please utilize appropriate titles, i.e. Mr., Mrs., Dr. Do not address instructors by their first names.

- Do not communicate confidential patient information by email that could be identified and interpreted as a HIPPA violation.
- Demonstrate professionalism with communication as you would in a face to face classroom.
- Communicate your needs to the coach so that a partnership is formed in working toward a common goal.
- Include all relevant information and details in your message.
- Read the message thoroughly before you send it.
- Be careful of the tone of the message.

Universal Precautions

Universal precautions and use of personal protective equipment 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.

Student Behavior

The faculty and staff of the CVCC Nursing Department does not exercise control over the conduct of nursing students in their private lives; however, when a group of students or an individual student acts as a recognized representative of CVCC or participates in an off-campus activity sponsored by the Nursing Department, appropriate standards of conduct will be issued. Any inappropriate conduct in said situations is subject to review and appropriate intervention whenever it appears that the conduct results in a hindrance or restriction of educational purposes or processes of the CVCC Nursing Department or when the conduct poses a threat to the safety and well-being of others.

If at any time prior to graduation or during the student's course of nursing study, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his/her responsibilities as a student, it will result in appropriate corrective action which may include suspension or expulsion from the nursing program. Such behavior is defined to include, but is not limited to the following:

- Failure of a student to notify appropriate persons of absence from scheduled learning experiences (no call, no show).
- Dishonesty in interactions with faculty or staff.
- Failure to adhere to required dress code.
- Unsafe practices.
- Use of inappropriate language.
- Use of inappropriate communications.
- Being consistently late in fulfilling scheduled school responsibilities.
- Failure to maintain confidentiality in matters related to educational and patient care responsibilities.

The demonstration of severe physiological and/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 as a nurse will be cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of assistance can result in suspension or expulsion from the nursing program.

Abuse of drugs or alcohol of any kind (legal or illegal) which interferes with a student's ability to fulfill academic or professional responsibilities in the nursing program will result in suspension or expulsion from the nursing program.

Additionally, 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 HEALTH INFORMATION

Health Policy

All students admitted to the CVCC Nursing Program are required to have documentation of required immunizations, as listed in "Student Health Records" section of this handbook. If the student cannot provide proof of immunization, they must provide proof of immunity by titer or sign appropriate waiver.

Students entering the CVCC Nursing Program 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 personal protective equipment as necessary and to use universal precautions.

In the event a nursing student is diagnosed with a communicable disease, (i.e., chicken pox, measles, flu, strep throat, conjunctivitis), the student must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will advise the student regarding attendance.

Students in any health care program must comply with Public Law #102-141, Section 633 and "The Alabama Infected Health Care Worker Management Act." The law requires that HIV or HBV infected health care worker report to the State Health Officer of the condition within 30 days of the time of being aware of the 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 individual within seven days of the diagnosis and care of said individual.

Students who are pregnant or have a chronic illness must present an original, signed medical release on physician letterhead with physician signature stating it is permissible to continue in the program. The medical release should outline the following:

- Physical limitations which may necessitate special accommodations in the classroom or clinical setting.
- Ability to comply with the Essential Functions of the nursing program.

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 an original, signed medical release on physician letterhead with physician signature which verifies the following:

- 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.
- Compliance with the Essential Functions established for the nursing program.

Discharge instructions from a hospital, emergency room or acute care clinic are NOT considered a medical release. A release written on a prescription pad must provide the same information as that which is written on a physician letterhead and must have an original physician signature. A stamped signature or a physician signature by a designee will not be accepted.

In the event that a student must leave lecture, lab, or clinical rotations to receive medical care, whether they are released by an instructor or medical personnel are called on the student's behalf, a medical release must be submitted to the course instructor BEFORE the student will be permitted to return to lecture, lab, or clinical rotations. The medical release MUST be on physician letterhead with a physician signature to be considered official.

Student Health Records

Every student is responsible for maintaining the following personal health requirements for the entire duration of enrollment in nursing program:

ITEM	DOCUMENTATION REQUIRED *Must be submitted to Health Sciences Secretary/Coordinator*
Health Sciences Physical	The Health Sciences Physical form must be completed and signed by a physician, physician's assistant, or a nurse practitioner. **The Physical form is valid for the duration of the program unless program admission is inactive greater than two semesters.**
Essential Functions	Essential Functions form must be signed by a physician, physician's assistant, or a nurse practitioner. In the event of serious illness, pregnancy, or child birth, a new Essential Functions form must be submitted. **The Essential Functions form is valid for the duration of the program unless program admission is inactive greater than two semesters.**
Varicella (Chicken Pox)	Positive titer results (lab work) indicating immunity must be submitted for all students, regardless of age. If titer results (lab work) indicate that you are not immune, you must be immunized and submit proof of vaccination.

Measles (Rubeola), Mumps, & Rubella	Positive titer results (lab work) indicating immunity must be submitted for students over 21 years of age. Students 21 years of age and younger may submit documentation of: • two doses of live measles virus vaccine (part of MMR vaccine) on or after first birthday. • two doses of live mumps virus vaccine (part of MMR or MR vaccine) on or after first birthday. • two doses of live rubella virus vaccine (part of MMR or MR vaccine) on or after first birthday. If titer results (lab work) indicate that you are not immune, you must be immunized and submit proof of vaccination.
Tetanus, Diphtheria, and Pertussis	Documentation of TDAP immunization within last 10 years must be submitted. Tetanus and TD only not acceptable.
Hepatitis B	Positive titer results (lab work) indicating immunity must be submitted for students over 21 years of age. Students 21 years of age and younger may submit documentation of first of series of 3 immunizations must be submitted. Proof of vaccination must be submitted after receipt of each remaining (2nd and 3rd) immunization. Waiver is available for those unable to receive the vaccine. If titer results (lab work) indicate that you are not immune, you must be immunized and submit proof of vaccination.
Influenza	Documentation of seasonal flu immunization within the last year. Waiver is available for those who wish to decline or are unable to receive the vaccine; however, a mask will be required to be worn in clinical setting.
PPD or Tuberculosis (Tb skin test)	Negative Tb skin test with lab results is required and must be repeated yearly. If you have ever tested positive for Tb, you must submit documentation of a current negative chest x-ray (current for 5 years from date of x-ray). CVCC PPD waiver form must be submitted with chest x-ray.
Criminal Background Check/Drug Screen	Prior to registration, students must have a clear status on their criminal background check/drug screen, which may take up to 4 weeks for completion. Student must obtain background check and drug screen information and forms through their personal VerifyStudents account. **The background check and drug screen are valid for the duration of the program unless program admission is inactive greater than two semesters.**
CPR	Documentation of current American Heart Association BLS Provider CPR certification.
Health Insurance	Proof of insurance must be submitted prior to registration. If you do not have health insurance, please call the Health Sciences Department at 334-291-4925.

Where may I obtain my Health Documents?

- *Health Sciences Physical:* The Health Sciences Physical Form may be completed by a physician, a nurse practitioner or a physician's assistant at any one of the following:
    - Your physician's office.
    - An occupational medicine clinic.
    - An acute care clinic which provides physicals.
    - A Health Department which provides physicals.

- *Immunization or Shot Records:* Immunization or shot records may be obtained at any one of the following:
  - Your physician's office.
  - Health Department.
  - High School Health Office
- *Lab Work:* If lab work is required for proof of immunity, this lab work may be obtained at any one of the following:
  - Your physician's office.
  - Health Department.
  - An acute care or occupational medicine clinic which provides lab work.
- *PPD:* A PPD skin test may be obtained at any one of the following:
  - Your physician's office.
  - Health Department.
  - An acute care or occupational medicine clinic which administers PPD.
- *Chest X-Ray:* If you have a history of tuberculosis or a positive PPD and need to obtain a chest x-ray, you may obtain a chest xray at any one of the following:
  - Your physician's office, if they provide xrays.
  - The hospital or an imaging service, with a doctor's order.
- *Background Check:* Background checks are to be obtained through VerifyStudents.
- *Drug Screen:* Drug screen information and forms are to be obtained through VerifyStudents.
- *CPR Certification:* Students may obtain American Heart Association BLS Provider CPR certification at any one of the following:
  - Local American Heart Association Office
  - Local hospital providing community education for healthcare provider CPR
  - CVCC enrollment in EMS100 completed prior to beginning NAS100
- *Health Insurance:* Proof of health insurance may include any one of the following:
  - Private or group insurance
  - Medicaid
  - Military insurance

Recommended Providers:

- STAT Medical
  2 Bradley Park Court
  Columbus, GA 31904
  706-685-6074
- Auburn Urgent Care
  2638 Enterprise Drive
  Opelika, AL 36801
  334-749-9191
- Russell County Health Department
  1850 Crawford Road
  Phenix City, AL 36869
  334-297-0251

- Lee County Health Department
  1801 Corporate Drive
  Opelika, AL 36801
  334-745-5765
- Columbus Department of Public Health
  2100 Comer Avenue
  Columbus, GA 31901
  706-321-6300

Students should keep a copy of all health documentation for their records. Once health documents are submitted, they become property of the Health Sciences Department. The Health Sciences department will not provide copies of any student health documents once they become part of the student's permanent file, due to FERPA and HIPPA regulations. All expenses related to obtaining and maintaining health documentation is the responsibility of the student.

Students who have not been enrolled in a nursing course for longer than two consecutive semesters must submit updated health documents. This includes an updated background check and drug screen. All expenses related to readmission are the responsibility of the student.

Drug Testing

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. All students must abide by the rules, policies and procedures established by the clinical agencies in the clinical agreements with CVCC relative to drug screening and any subsequent revision to these policies in order to participate in clinical experiences at the agencies.
All students who enroll in the Alabama College System nursing program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen, to be completed by the established deadline, prior to the first semester in a nursing program, and random thereafter. Students must abide by the Alabama College System Drug screen policy and the Clinical agency policy for which the students are assigned clinical practice. This includes preclinical drug screening, random drug screenings and reasonable suspicion.

PRE-CLINICAL SCREENING

1. All students will receive notice of the drug screening guidelines, following acceptance to a nursing program or prior to the semester in which a student is seeking reinstatement.
2. Drug screening must be conducted by a laboratory designated by the College. The fee for the screening will be paid by the student.
3. A urine chain of custody form, provided by the laboratory at which student completed urinalysis, must be turned in with all other required health documents, prior to the start of the first semester in a CVCC nursing program and/or prior to the start of the semester in which a student will be reinstated, unless program admission is inactive greater than two semesters.
4. Failure to complete drug screening as required and/or provide a negative test result will

prohibit the student from participating in clinical experiences required in any nursing program at Chattahoochee Valley Community College. The student will be withdrawn from the nursing program.

5. A signed consent to drug screening acknowledgement will be maintained on file for each student.
6. Positive drug screens are confirmed by the Medical Review Officer (MRO).
7. Negative dilute results must be repeated at student expense.
8. Results will be sent to the Health Sciences Chairperson.
9. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to a nursing program. The student will be considered for readmission according to the criteria in Section V of this document.

RANDOM DRUG SCREENING

Students may be asked at any time to submit a specimen for drug testing while enrolled in a nursing program. Drug screens are to be performed by an outside laboratory designated by the College. Any student failing to report for screening at the designated time and place must complete testing with the designated laboratory within 24 hours and provide documentation of extenuating circumstances or they will be dismissed from the program. Failure to provide a negative test result will prohibit the student from participating in clinical experiences required in any nursing program at Chattahoochee Valley Community College and will result in the student being dismissed from the nursing program. It is the student's responsibility to clear any discrepancies with the designated laboratory. Students are responsible for the payment of random drug screens.

REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the Alabama Community College System, College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

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

7.   Evidence of involvement in the use, possession, sale, theft, solicitation or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory.   The faculty is to contact the Health Sciences Chairperson. If after consultation with the faculty involved it is determined that there is "reasonable suspicion", the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. The fee for the reasonable suspicion screen will be paid by the student. If the student fails to consent to the screening, the student will be immediately terminated from the program.

Students will be screened for but not limited to the following classes of drugs:

1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines
5. Cocaine
6. Cannabinoids (Marijuana)
7. Methaqualone
8. Opiates (OxyContin)
9. Phencyclidine
10. Propoxyphene

Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
Students will be informed of positive screening results by the Health Sciences Chairperson within seven (7) working days of the notification of results.

Note: Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

CONFIDENTIALITY OF RESULTS

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

APPEALS PROCESS FOR POSITIVE SCREEN

1. If a student in the Health Science Program tests positive for drugs, the student will contact the Health Sciences Chairperson.
2. Once contacted, the student will contact the lab (with the Health Sciences Chairperson 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 Health Sciences Chairperson. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Chair will have seven working days to respond.
5. If the student cannot reach an agreement with the chair, the student's next step is to present the documentation to the Associate Dean of Workforce and Technical Education. The Associate Dean of Workforce and Technical Education will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Associate Dean of Workforce and Technical Education, the student should make an appointment with the Dean of Student Services.
7. If the student does not reach a satisfactory conclusion with the Dean of Student Services, the student should make an appointment with the President of the College. The decision of the President of the College is final.

READMISSION

To be considered for readmission, students who withdraw from the program due to a positive drug screen must:
1. Have the treatment agency mail a letter verifying **completion** of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

ADDITIONAL INFORMATION

Drug screening policies/programs required by the Alabama College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all of their aspects.

Background Checks

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

component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

Licensure Implications

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

Background Check Guidelines

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.

- Students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be maintained in the healthcare program's office. The student or the healthcare program's designee(s) will provide applicable consent(s) to the vendor conducting the background check. ***The student will be responsible for the cost of the background check.*** Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.

- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.

- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The health care designee will determine if extenuating circumstances exist and whether or not the student will be allowed to proceed with the background check. Background checks must be completed before newly admitted or reinstated students are allowed to register for healthcare courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. ***Failure to be able to participate in clinical learning experiences will result in a "F" for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.***

- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences*, **the student will receive a "F" for the course if the student does not officially withdraw from the course(s).***

- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a positive background check, the student will be advised regarding options.

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

- The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences will be withdrawn from the healthcare program.

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

Confidentiality of Background Checks

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

Essential Functions

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

Physical, cognitive, psychomotor, affective and effective nursing care. The applicant/student must be able to meet essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's

ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

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

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers. The essential functions delineated below are necessary for the nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but not limited to the ability to:

1. **Sensory Perception**
   a. Visual
      i. Observe and discern subtle changes in physical conditions and the environment
      ii. Visualize different color spectrums and color changes
      iii. Read fine print 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
      v. 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 Relational 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 in the process of critical thinking in order to formulate and implement safe 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 Functions**
   a. Handle small delicate equipment/ objects without extraneous movement, contamination or destruction
   b. Move position, turn, transfer, assists with lifting or life and carry clients without injury to clients, self, or others
   c. Maintain balance from any position
   d. Stand on both legs
   e. coordinates hand/eye movements
   f. Push/pull heavy objects without injury to client, self, or others
   g. Stand, bend, walk, and or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
   h. Walk without a cane, walker or crutches
   i. Function with hands free for nursing care and transporting items
   j. Transport self and client without the use of electrical devices
   k. Flex, abduct and rotate all joints freely
   l. Respond rapidly to emergency situations
   m. Maneuver in small areas
   n. Perform daily care functions for the client
   o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
   p. Calibrate/use equipment
   q. Execute movement required to provide nursing care in all health care settings
   r. Perform CPR and physical assessment
   s. Operate a computer

5. **Professional Behavior**
   a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
   b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to client

c. Handle multiple tasks concurrently
d. Perform safe, effective nursing care for clients in a caring context e.
        understands and follows the policies and procedures of the college and the 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 pose a threat to self or others
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 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

PROGRAM PROGRESSION

Registration Requirements

Students belonging to the nursing programs must renew any health documentation- immunizations and certifications- expiring in the upcoming semester and submit proof of update to Health Sciences Coordinator, prior to registering for nursing courses listed in next semester of program curriculum.

At the beginning of each semester, students who have registered and have failed to provide proof of updated health documentation to Health Sciences Coordinator will not be allowed to attend class, lab, or clinical. Inability to attend class, lab, or clinical will result in absence and the student will be administratively withdrawn from the class, due to no-show or non-attendance.

Students should keep in mind that certain health documents require processing time; therefore, renewal of these health documents should be initiated with enough time for completion. For example, students requiring an updated PPD skin test should have the test completed, including placement and reading, prior to registering for upcoming semester courses.

Nursing Program Progression Policy

1. In order to progress in the nursing program, the student must:
    a. Complete all non-nursing courses during or before the semester they are designated within the curriculum.
    b. Achieve a grade of C or better in all required general education and nursing courses.
    c. Be acceptable by clinical agencies for clinical experiences.

d. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
e. Maintain all program health requirements.
2. 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.
3. 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 at the time of reinstatement must be met.
4. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
5. 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 nursing admissions committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
6. Students who are unsuccessful in NUR 112 or NUR 209 must reapply to the CVCC Nursing Programs as a new student.
7. Students whose second unsuccessful attempt occurs in NUR211 or 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility at the time of application, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

Progression Definitions

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

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

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty member or the Chair of Health Sciences to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and letter of intent by the published deadline.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program to include:
    a. A written comprehensive exam for the last successful nursing course(s) completed with no less than a score of 75% within one attempt. Failure to score 75% or greater on this exam will prohibit reinstatement.

b. A written basic pharmacological calculations and medication safety exam for the last successful nursing course(s) with no less than a score of 90% within two attempts. Failure to score 90% on this exam will prohibit reinstatement.

c. Validation of clinical skills for the last successful nursing course(s) completed within two attempts. Failure to validate skills within two attempts will prohibit reinstatement.

Transfer Policy

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

Criteria for Transfer:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at the accepting institution at the time of transfer.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Students transferring to CVCC must demonstrate academic, pharmacological calculation, and skills competency as defined in the Process for Reinstatement.

Transient Student Policy

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

Criteria for Transient Status

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

4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Letter Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution at the time of acceptance.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available.
9. Transient students to CVCC must demonstrate academic, pharmacological calculation, and skills competency as defined in the Process for Reinstatement.

Program Completion

Students completing NUR112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR211 and 221 will be awarded an Associate of Applied Science Degree in Nursing. Students are responsible for meeting all the progression and graduation requirements, including all necessary graduation fees for the Practical Nursing certificate and the Associate of Applied Science Degree in Nursing.

PN Progression

Students completing NUR112, 113, 114, and 115 at an Alabama Community College System institution that only offers the PN program and who wish to transfer to another Alabama Community College System institution to complete the Associate of Applied Science Degree in Nursing, must meet the requirement for 25% course completion at the college of graduation. Students who cannot meet the 25% course requirement must apply for Mobility and take the transition course to meet the 25% course requirement.

Midterm Grade Reports

Students enrolled in nursing courses will be provided with midterm grade reports in all nursing courses no later than the week prior to the last day to drop with a W from the Regular Term as published in the academic calendar. Students are highly encouraged to follow any recommendations made by the instructor for counseling, tutoring, additional resources or withdrawal.

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 conduct standards;
6. Failure to attend class(es); and
7. Failure to comply with the "Standards of Practice" as established by the Alabama Board of Nursing.

Conditions for Dismissal from Nursing Program

A student may be dismissed from the nursing program under any of the following conditions:

1. Two unsuccessful attempts in two separate semesters. Withdrawal and/or a D or F in one or more courses in a term is considered one attempt.
2. Disciplinary reasons which may include, but are not limited to the following:
   a. HIPPA violation
   b. FERPA violation
   c. Cheating
   d. Any violation of the Student Code of Conduct which may warrant suspension or expulsion as defined in the CVCC Catalog and Student Handbook.

Informing Students of Program Changes

Policies and procedures are communicated to students by means of the *Nursing Student Handbook*, course management system (Blackboard), the CVCC *Catalog and Student Handbook*, and institutional website. This handbook is revised regularly to reflect current and accurate information. Each nursing student is responsible for reviewing the current *Nursing Student Handbook* upon entering the program and for knowing its contents. The *Nursing Student Handbook* is available on the institutional website. Students are required to submit documentation upon entry into the program and annually (fall semester) that they have read and understand the current handbook. Students will be notified of substantial changes made to the current year's Nursing Student Handbook and provided a supplemental acknowledgment form, to be signed and placed in their file.

Changes in the nursing program, policies, and procedures will be announced to each class by the nursing instructors and copies describing such changes will either be distributed to each student individually; posted in nursing classrooms; or on the course management system (Blackboard). Instructors and the Chairperson of Health Sciences are available to answer questions regarding any changes.

LICENSURE

Legal Limitations for Licensure and Employment

According to the Nurse Practice Act of Alabama, the Administrative Code of the Alabama Board of Nursing, application for licensure 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 a criminal background check does not ensure the ability to take a licensure exam.***

For more information visit: http://www.abn.state.al.us/

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 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-.05)

Application for Licensure

It is important for the nursing student to know about the Alabama Board of Nursing's regulation eligibility for initial and continuing Licensure. This information may be obtained from the nursing program.   The application for licensure by examination includes questions which must be answered honestly. Failure to do so could result in the applicants' denial of licensure. You will be asked to answer yes or no to questions such as: Have you:
1. Ever been arrested or convicted of a criminal offense other than a minor traffic violation?
2. Within the last 5 years abuse drugs/alcohol or been treated for dependency to alcohol or illegal substances?
3. Ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. Ever had disciplinary action or is action pending against you by any state board of nursing?
5. Within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
6. Ever been placed on a state and/or federal abuse registry?
7. Ever been court-marshaled/disciplined or administratively discharged by the military?
If you answer "yes" to these questions, then provision of appropriate documents will be necessary before the applicant will be eligible to take the NCLEX examination.   Application to write the examination may be denied on the basis of this review. Although these policies refer

specifically to Alabama, other states have similar stipulations regarding Licensure. Adopted from the Deans, Directors and Chair Persons of Professional Schools of Nursing, 1985. A candidate with questions regarding this application process should call the Alabama Board of Nursing for a direct response (334) 242-4060.

Application for licensure and/or reciprocity in states other than Alabama, is at the discretion of the Boards of Nursing in those states. CVCC cannot be held liable for the rules and regulations of licensure/reciprocity in other states. Each Board of Nursing operates under their own state laws but cooperate with one another and belong to the National Council of State Boards of Nursing (NCSBN). Therefore, students should understand that licensure/reciprocity requirements may vary from state-to-state.

FORMS AND MISCELLANEOUS INFORMATION

Student Cues to Accessing CVCC Technology

Cue #1: Accessing *CVCC's website*: www.cv.edu

Cue #2: Accessing *Blackboard* (Website: http://bb.cv.edu)

Example: Samuel "George" Jetson; Student ID: 3459102
Q: What is my username?
   First initial + last name +last 4 digits of your Student ID
   Username Example: sjetson9102
Q: What is my password?
   Entire Student Identification Number
   Password Example: 3459102

Cue #3: Accessing *CVCC Student Email*

Example: Samuel "George" Jetson; Student ID: 3459102
Q: What is my e-mail?
   First initial + last name +last 4 digits of your Student ID + @piratemail.cv.edu
   E-mail Example: sjetson9102@piratemail.cv.edu
Q: What is my password?
   CV# + Entire Student Identification Number
   Password Example: CV3459102
   Note: CV must be capitalized

Cue #4: Accessing Student Info Using *Pirate Web* (www.cv.edu)

Example: Samuel "George" Jetson;
Birthdate May 13, 1985
Q: What is my User ID?
   Student ID
   User ID Example: 3459102
Q: What is my PIN?
   Birthdate [Format: mmddyy]
   PIN Example: 051385

Use of Blackboard

- *Why is Blackboard an important tool for you to use?*
    - COMMUNICATION
        - Announcements
        - E-mails
        - Grades
        - Course Documents
        - Discussion Boards

- *How to retrieve your Student ID #:*
    - Each individual's student ID is reflected in the CVCC acceptance letter, sent by the CVCC Admissions Office.
    - In the event that you have misplaced your acceptance letter, you may contact the CVCC Admissions Office at 334-291-4900.

- *Blackboard Notes:*
    - All letters are lower case
    - The above format for your username/user ID and Password is the same for the blackboard server and the mail server
    - After logging onto the email server and blackboard for the first time, please change your password
    - Make sure to write your password down in a secure location
    - If you have JR, SR II,III or something similar listed as part of your name in your student records and are unable to log in to the system, your information may have been input differently
    - Student email accounts are not available on the first day of class
    - Blackboard classes are not available until the first day of class
    - If you have problems opening documents placed under course documents from Microsoft 2007 due to zipped folder, you should go to http://www.mozilla.com/en.us/ to download a free Mozilla Firefox browser.

**Acknowledgement of Drug Screen Requirement and
Criminal Background Check**

I understand that during the first semester and random thereafter, I must submit a drug screen by a certified laboratory. I further understand that if I fail to provide a certified negative drug result, I will be unable to participate in clinical experiences required in the Nursing Programs at Chattahoochee Valley Community College. I understand I will be withdrawn from the program due to being unacceptable to the clinical agency for clinical.

By signing this document, 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. Additionally, I understand that, at any point or time during my enrollment, I may be subject to a reasonable suspicion drug screen and that payment for any and ALL drug screens- preliminary, random, and reasonable suspicion- are my responsibility.

A copy of this signed and dated document will constitute my consent for the certified laboratory performing the drug screen to release the original results of any drug screen to Chattahoochee Valley Community College.

I further understand that my continued participation in Chattahoochee Valley Community College Nursing Programs clinical is dependent upon satisfaction of the requirements of the Chattahoochee Valley Community College drug-screening program.

I understand that prior to registering for NUR 112 and/or NUR 209 I must submit and pay for a criminal background check to be performed by the recommended agency of the college I further understand that if I fail to achieve an "**accept**" for the criminal background check at any time during the program, I will be unable to participate in the Health Science Program at Chattahoochee Valley Community College.

_____   _____
Signature   Date

_____   _____
Printed Name   Program

Student Acknowledgement of the Nursing Student Handbook

By submitting this student acknowledgement form, I certify that I am responsible for:

1. Reading the Handbook in its entirety.
2. Agreeing to abide by all policies and procedures found within the Handbook.
3. Reviewing and understanding any changes made to the current, ***August 27, 2018***, publication of the Chattahoochee Valley Community College Nursing Student Handbook, which will be provided via a supplemental acknowledgment form, to be signed and placed in my student file.
4. Recognizing that changes made to policies and procedures may impact you as a student.

_____   _____

Signature   Date

_____   _____

Printed Name   Program

- -- (Do Not Detach) -- -- - - - - -

Release of Information

I give Chattahoochee Valley Community College permission to release information regarding my academic and clinical performance to clinical agencies, including those with whom I apply for employment. I 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. I give permission for proof of citizenship and all associated documents to be released to any State Board of Nursing as required.

_____   _____

Signature   Date

_____   _____

Printed Name   Program