ENTERPRISE STATE

COMMUNITY COLLEGE

NURSING STUDENT

POLICY MANUAL

Effective: August 2025

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<u>WELCOME</u>

Congratulations and welcome to the Enterprise State Community College (ESCC) Nursing Program! We are honored that you chose our nursing program and we look forward to serving your education needs. Nursing school is challenging but you will find the career opportunities very rewarding. Your instructors are a major resource and will provide many learning opportunities for you. Your success, however, will depend largely upon how much initiative you take in utilizing those learning opportunities. Follow the direction of your instructors, practice time management, stay organized, and come to class prepared and the road to completion is achievable.

The faculty and staff welcome you to the program and wish you success in your endeavors.

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HISTORY

Enterprise State Community College (ESCC) Practical Nursing (PN) Program accepted its first class in January 2022. The Practical Nursing Program began with the admission of students with a certification in medical assisting or licensure in paramedics. In August 2022, ESCC began its first traditional class of practical nursing students. In Summer 2024 accepted ESCC admitted its first group of LPN to ADN mobility students. Beginning in Spring 2026, ESCC Nursing will admit their first group of traditional ADN students and their first group of dual enrollment PN students at the Geneva location.

Enterprise was selected as the site for one of the original twelve state junior colleges when the public junior college system was established in 1963. Area citizens and civic groups raised money for the purchase of a 100-acre campus site, donated library materials, and provided a number of scholarships— thus, beginning a history of college and community cooperation for which Enterprise State Community College is noted.

The Alabama Aviation College (AAC) at Ozark originated in 1960 as a part of the Ozark City Board of Education's educational program. In 1962, the institution's aviation maintenance program was certified by the Federal Aviation Administration, and in 1963, the institution became a state vocational trade school. In February 2003, the Alabama State Board of Education approved the reorganization of Enterprise State Junior College with the Alabama Aviation College at Ozark, and in November 2009, the Alabama State Board of Education approved a name change to Enterprise State Community College with the aviation programs marketed as the Alabama Aviation College, a unit of Enterprise State Community College.

Approval/Accreditation

The PN and ADN program have been granted program approval by the Alabama Board of Nursing. The Alabama Board of Nursing can be contacted at:

Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington
Avenue
Montgomery, Alabama 36104
Telephone 1-800-656-5318   Fax (334) 293-5201
Website: **http://www.abn.state.al.us**

The **practical nursing program** (Traditional and Bridge) at Enterprise State Community College at the Enterprise Campus located in Enterprise, Alabama is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is initial accreditation.

 Effective 10/22/2024, the **associate nursing program** at Enterprise State Community College at the Enterprise campus located in Enterprise, Alabama, is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on 10/22/2026.
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
View the public information disclosed by the ACEN regarding this candidate program at Search ACEN Programs.

Concept Based Curriculum

As directed by the Alabama Community College System, a concept based state-wide nursing curriculum was implemented Fall 2016 and the nursing programs at ESCC will follow this curriculum. Additionally, the standardized state-wide nursing philosophy and organizing framework was adopted for the nursing programs at ESCC.

Mission

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

Philosophy

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

ESCC Practical Nursing Program Outcomes

1. **Performance on Licensure Exam**
   Graduates as a composite of first-time writers, shall achieve no less than eighty percent (80%) pass rate on board selected national licensure exam as defined by the Alabama Board of Nursing. The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period as defined by the Accreditation Commission for Education in Nursing (ACEN).

2. **Program Completion**
   At least 30% of students admitted will graduate on time for both PN program types.

   At least 40% of students will graduate in 150% of the time of the stated program length beginning with the first required nursing course, as delineated below:

   > Paramedic/CMA/CCMA to PN Certificate– One semester
   > Traditional PN Certificate- Four semesters

3. **Job Placement**
   At least 90% of the graduates will report employment as a practical nurse within 12 months of program graduation.

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

ESCC Associate Degree Nursing Program Outcomes

1. **Performance on Licensure Exam**
   Graduates as a composite of first-time writers, shall achieve no less than eighty percent (80%) pass rate on board selected national licensure exam as defined by the Alabama Board of Nursing. The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period as defined by the Accreditation Commission for Education in Nursing (ACEN).

2. **Program Completion**
   At least 30% of students admitted will graduate on time for ADN program options.

   At least 40% of students will graduate in 150% of the time of the stated program length beginning with the first required nursing course, as delineated below:

   > ADN Mobility (Admitted into 211)- Three Semesters
   > ADN Mobility (Admitted into 209) -Four semesters
   > Traditional ADN (Admitted into NUR112)- Seven Semesters
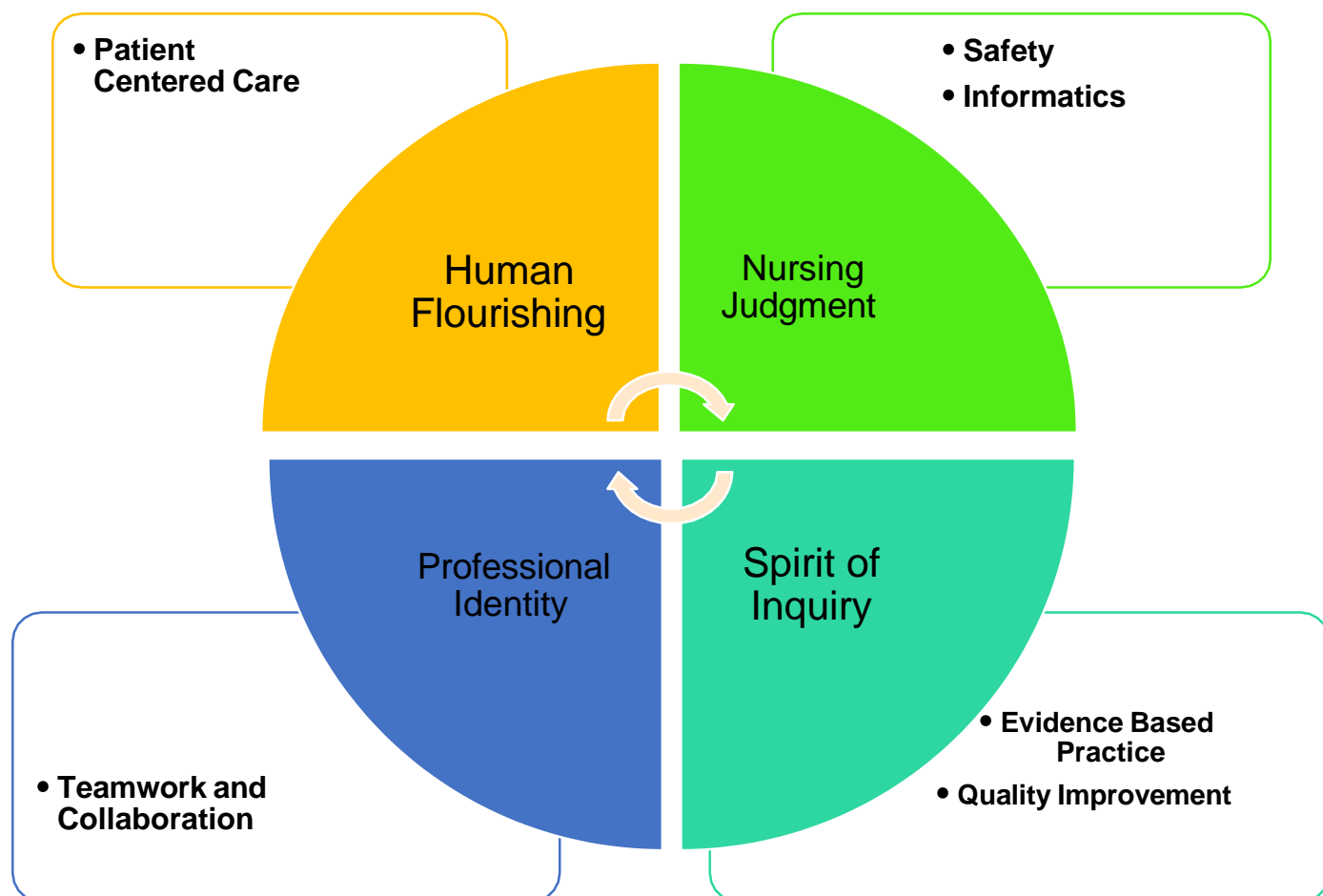
3. **Job Placement**
   At least 90% of the graduates will report employment as an associate degree nurse within 12 months of program graduation.

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

Conceptual Framework

- **Patient Centered Care**
- **Safety**
- **Informatics**

Human Flourishing — **Nursing Judgment**

Professional Identity — **Spirit of Inquiry**

- **Teamwork and Collaboration**
- **Evidence Based Practice**
- **Quality Improvement**

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 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.

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 diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship centered nursing care (NLN, 2014).	**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 the patient's preferences, values, and needs (QSEN, 2012).
Nursing Judgment Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team (NLN, 2014).	**Nursing Judgment** 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 Articulate a unique role as a member of the healthcare team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families (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 Collaborate with healthcare 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).

ESCC PN Traditional Nursing Curriculum	Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
First Semester								
NUR 112 - Fundamentals Concepts of Nursing	4	4	2	6	1	3	7	13
MTH 100 (or Higher)	3	3	0	0	0	0	3	3
BIO 201 - A&P I	3	3	1	2	0	0	4	5
Total	**10**	**10**	**3**	**8**	**1**	**3**	**14**	**21**
Second Semester								
NUR 113 - Nursing Concepts I	4	4	1	3	3	9	8	16
ENG 101 - English	3	3	0	0	0	0	3	3
PSY 210 - Human Growth and Development	3	3	0	0	0	0	3	3
BIO 202 A&P II	3	3	1	2	0	0	4	5
Total	**13**	**13**	**2**	**5**	**3**	**9**	**18**	**27**
Third Semester								
NUR 114 - Nursing Concepts II	5	5	0	0	3	9	8	14
NUR 115 - Evidence Based Clinical Reasoning	1	1	0	0	1	3	2	4
SPH 106 or 107 - Speech	3	3	0	0	0	0	3	3
ORI106- Transition to College and Career	1	1	0	0	0	0	1	1
Total	**10**	**10**	**0**	**0**	**4**	**12**	**14**	**22**
Program Total	**33**	**33**	**5**	**13**	**8**	**24**	**46**	**70**

Practical Nursing Credit Hours:

Nursing   25
Academic   21
Total   46

Practical Nursing Contact Hours:

Nursing Theory 210   Academic Theory 285
Nursing Lab   135   Academic Lab   60
Nursing Clinical 360

Academic and Nursing Theory Contact Hours	495
Academic and Nursing Lab Contact Hours	195
Nursing Clinical Contact Hours	360
Total Program Contact Hours	**1050**

Bridge PN Concept Based Curriculum	Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
Pre-Requisites								
MTH 100 (or Higher)	3	3	0	0	0	0	3	3
BIO 201 - A&P I	3	3	1	2	0	0	4	5
ENG 101 - English	3	3	0	0	0	0	3	3
PSY 210 - Human Growth and Development	3	3	0	0	0	0	3	3
BIO 202 A&P II	3	3	1	2	0	0	4	5
SPH 106 or 107 - Speech	3	3	0	0	0	0	3	3
Total	**18**	**18**	**2**	**4**	**0**	**0**	**20**	**22**
PN Bridge Program								
ORI 106 – Transition to College and Career	1	1	0	0	0	0	1	1
NUR 118 -HC Transition for Allied Health Professional	6	6	1	3	2	6	9	15
NUR 115 - Evidence Based Clinical Reasoning	1	1	0	0	1	3	2	4
Total	**8**	**8**	**1**	**3**	**3**	**9**	**12**	**20**
Program Total	**26**	**26**	**3**	**7**	**3**	**9**	**32**	**42**

Academic and Nursing Theory Contact Hours	390
Academic and Nursing Lab Contact Hours	105
Nursing Clinical Contact Hours	135
Total Program Contact Hours	**630**

Practical Nursing Credit Hours:

Nursing	11
Academic	21
Total	32

Practical Nursing Contact Hours:

Nursing Theory	105	Academic Theory	285
Nursing Lab	45	Academic Lab	60
Nursing Clinical	135		

<h1 style="text-align:center">Admission Policy for Traditional PN Program</h1>

MINIMUM ADMISSION REQUIREMENTS

1. Unconditional admission to the college.
2. Receipt of completed application for the Practical Nursing Program by posted deadline.
3. A minimum of 2.50 GPA for any attempted nursing core academic courses with a grade of "C" or higher - ENG 101, MTH 100, BIO 201, BIO 202, SPH 106/107, and PSY 210, BIO 220, and a humanities elective –from a regionally accredited institution
4. Cumulative GPA must be a minimum of 2.0 at ESCC or transferring institution.
5. Eligibility is required for English Composition I (ENG 101) and Intermediate College Algebra (MTH 100) during the first semester, if not previously taken.
6. Good standing with the college.
7. Meeting the essential functions required for nursing with and without reasonable accommodations.
8. Completion of the ATI Test of Essential Academic Skills (TEAS ®) taken within three years of the application deadline.

   Admission to the Practical Nursing Program is competitive, and the number of studentsis limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

   A required minimum course grade of "C" for any attempted nursing and pre-requisite/co-requisite core academic courses.

Course	Theory	Lab	Clinical	Credit
First Semester				**(14)**
NUR 112-Fundamental Concepts of Nursing	4	2	1	7
MTH 100- Intermediate College Algebra	3	0	0	3
BIO 201- Anatomy and Physiology I	3	1	0	4
Second Semester				**(18)**
NUR 113- Nursing Concepts I	4	1	3	8
ENG 101- English Composition I	3	0	0	3
PSY 210- Human Growth/ Development	3	0	0	3
BIO 202- Anatomy and Physiology II	3	1	0	4
Third Semester				**(14)**
NUR 115- Evidence Based Clinical Reasoning	1	0	1	2
NUR 114 – Nursing Concepts II	5	0	3	8
ORI 106- Transition to College and Career	1	0	0	1
SPH 106/107- Speech	3	0	0	3
Semester Total	33	5	8	46

<u>**Admission Policy for Paramedic/CMA/CCMA to PN Bridge Program**</u>

MINIMUM ADMISSION REQUIREMENTS
1. Unconditional admission to the college.
2. Receipt of completed application for the Practical Nursing Program by deadline.
3. A minimum of 2.50 GPA for any attempted nursing core academic courses with a grade of "C" or higher - - ENG 101, MTH 100, BIO 201, BIO 202, SPH 106/107, & PSY 210 –from a regionally accredited institution.
4. Cumulative GPA must be a minimum 2.0 at ESCC or transferring institution.
5. Completion of the following pre-requisite courses for CMA/CCMA/Paramedic to PN Bridge-
   Prerequisite Courses with a grade of "C" or higher:
   - MTH 100 (or Higher-Level Math) (3 credit hours)
   - BIO 201 Human Anatomy and Physiology I (4 credit hours)
   - BIO 202 Human Anatomy and Physiology II (4 credit hours)
   - ENG 101 English Composition (3 credit hours)
   - PSY 210 Human Growth and Development (3 credit hours)
   - SPH 106 or 107 – Speech (3 credit hours)
6. Good standing with the college.
7. Meeting the essential functions required for nursing with and without reasonable accommodations.
8. Completion of the ATI Test of Essential Academic Skills (TEAS ®) taken within three years of the application deadline.
9. Demonstrate skills competency on medication administration and vital signs.
10. Proof of:
    - Active, unencumbered or non-restricted CMA (AAMA) or CCMA (NHA) certification as a Medical Assistant. Proof of completion of a medical assisting program that is approved by the United States Department of Education (USDE) and/or the Council for Higher Education Accreditation (CHEA) with a minimum 560 academic contact hours and 160 hours' worth of practicum/externship with program verification. The program must reward a diploma, certificate, or an associate's degree.
      OR
    - active, unencumbered or non-restricted Alabama Paramedic licensure at the time of application.

Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available.

<u>Meeting minimal</u> <u>requirements does not guarantee acceptance</u>.

Total Prerequisites = 20 credit hours

Course	Theory	Lab	Clinical	Credit
NUR 115- Evidence Based Clinical Reasoning	1	0	1	2
NUR 118- Healthcare Transition for Allied Health Professional	6	1	2	9
ORI 106- Transition to College and Career	1	0	0	1
Semester Total	**8**	**1**	**3**	**12**

ESCC Nursing Curriculum Traditional Associate Degree in Nursing Program						
Full Time	**Course Prefix**	**Course Description**	**Theory Credit Hours**	**Lab Credit Hours**	**Clinical Credit Hours**	**Total Credit Hours**
Semester 1	NUR 112	Fundamental Concepts of Nursing	4	2	1	7
	MTH 100 (or Higher)	Intermediate College Algebra	3	0	0	3
	BIO 201	Human Anatomy and Physiology I	3	1	0	4
		Semester Total	10	3	1	14
Semester 2	NUR 113	Nursing Concepts I	4	1	3	8
	BIO 202	Human Anatomy and Physiology I	3	1	0	4
	ENG 101	English Composition I	3	0	0	3
	PSY 210	Human Growth and Development	3	0	0	3
		Semester Total	13	2	3	18
Semester 3	NUR 114	Nursing Concepts II	5	0	3	8
	NUR 115	Evidence Based Clinical Reasoning	1	0	1	2
	ORI 106	Transition to College and Career	1	0	0	1
	SPH 106/107	Speech	3	0	0	3
		Semester Total	10	0	4	14
Semester 4	NUR 211	Advanced Nursing Concepts	4	0	3	7
	BIO 220	General Microbiology	3	1		4
		Semester Total	7	1	3	11
Semester 5	NUR 221	Advanced Evidence-Based Clinical Reasoning	3	0	4	7
	HUM 101	Introduction to Humanities	3	0	0	3
		Semester Total	6	0	4	10
Associate Degree Nursing Total Hours			46	6	15	67

Nursing Credit Hours=39
Academic Credit Hours =28
Credit Hours = 67

ESCC Nursing Curriculum						
Licensed Practical Nursing to Associate Degree Nursing						
For students needing 209						
Full Time	**Course Prefix**	**Course Description**	**Theory Credit Hours**	**Lab Credit Hours**	**Clinical Credit Hours**	**Total Credit Hours**
Semester 1	NUR 209*	Concepts for Healthcare Transition Students	6	1	3	10
		Semester Total	6	1	3	10
Semester 2	NUR 211	Advanced Nursing Concepts	4	0	3	7
	BIO 220	General Microbiology	3	1		4
		Semester Total	7	1	3	11
Semester 3	NUR 221	Advanced Evidence-Based Clinical Reasoning	3	0	4	7
	HUM 101	Introduction to Humanities	3	0	0	3
	ORI 106	Transition to College and Career	1	0	0	1
		Semester Total	7	0	4	11
Associate Degree Nursing Total Hours			20	2	10	32

Nursing Credit Hours = 24
Academic Credit Hours = 8
Total Credit Hours = 32

*NUR 209 is for Licensed Practical Nurses who graduated greater than 2 years ago and/or did not complete a program utilizing a concept-based curriculum within ACCS.

ESCC Nursing Curriculum						
Licensed Practical Nursing to Associate Degree Nursing						
Full Time	**Course Prefix**	**Course Description**	**Theory Credit Hours**	**Lab Credit Hours**	**Clinical Credit Hours**	**Total Credit Hours**
Semester 1	NUR 211	Advanced Nursing Concepts	4	0	3	7
	BIO 220	General Microbiology	3	1		4
		Semester Total	7	1	3	11
Semester 2	NUR 221	Advanced Evidence-Based Clinical Reasoning	3	0	4	7
	HUM 101	Introduction to Humanities	3	0	0	3
	ORI 106	Transition to College and Career	1	0	0	1
		Semester Total	7	0	4	11
Associate Degree Nursing Total Hours			14	1	7	22

Nursing Credit Hours = 14
Academic Credit Hours = 8
Total Credit Hours = 22

Admission Policy for Traditional ADN Program

MINIMUM ADMISSION REQUIREMENTS
1. Unconditional admission to the college.
2. Receipt of completed application for the ADN Nursing Program by posted deadline.
3. A minimum of 2.50 GPA for any attempted nursing core academic prerequisite/corequisite courses with a grade of "C" or higher - ENG 101, MTH 100, BIO 201, BIO 202, SPH 106/107, PSY 210, BIO 220, and a humanities elective –from a regionally accredited institution.
4. Cumulative GPA must be a minimum of 2.0 at ESCC or most recent transferring institution.
5. Eligibility is required for English Composition I (ENG 101) and Intermediate College Algebra (MTH 100) during the first semester, if not previously taken.
6. Good standing with the college.
7. Meeting the essential functions required for nursing with and without reasonable accommodations.
8. Completion of the ATI Test of Essential Academic Skills (TEAS ®) taken within three years of the application deadline.

Admission Policy for LPN to ADN Mobility Program

MINIMUM ADMISSION REQUIREMENTS
1. Unconditional admission to the college.
2. Receipt of completed application for the ADN Nursing Program by deadline.
3. A minimum of 2.50 GPA for any attempted nursing core academic prerequisite/corequisite courses with a grade of "C" or higher - ENG 101, MTH 100, BIO 201, BIO 202, SPH 106/107, PSY 210, BIO 220, and a humanities elective –from a regionally accredited institution.
4. Cumulative GPA must be a minimum 2.0 at ESCC or most recent transferring institution.
5. Completion of the following pre-requisite courses for LPN to ADN Mobility-
   Prerequisite Courses with a grade of "C" or higher:
   - MTH 100 (or Higher-Level Math) (3 credit hours)
   - BIO 201 Human Anatomy and Physiology I (4 credit hours)
   - BIO 202 Human Anatomy and Physiology II (4 credit hours)
   - ENG 101 English Composition (3 credit hours)
   - PSY 210 Human Growth and Development (3 credit hours)
   - SPH 106 or 107 – Speech (3 credit hours)
6. Good standing with the college.
7. Meeting the essential functions required for nursing with and without reasonable accommodations.
8. Completion of the ATI Test of Essential Academic Skills (TEAS ®) taken within three years of the application deadline.
9. Proof of:
   a. active, unencumbered LPN License

Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
A required minimum course grade of "C" for any attempted nursing and core academic pre-requisite/co-requisite courses.

General Policies and Information

College Activities
Students have the opportunity to participate in College wide activities which serve to broaden the total academic experience and appeal to a variety of interests. Activities are discussed in the ESCC Academic Catalog, described on the ESCC website, and posted on bulletin boards and/or announced in class and in Canvas. College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Nursing students particularly may be interested in belonging to organizations, such as the National Association for Practical Nurse Education and Service (NAPNES).

Nursing Program Activities
Two (2) student representatives will be nominated by their classmates to represent each class and faculty will serve as an advisor. Student representatives have the primary role of liaising with faculty, staff, and students as a way of enhancing communication and student involvement in decision-making processes. Student representatives will be invited to participate in the decision-making processes during nursing faculty meetings and other meetings surrounding special topics. Student representatives may be responsible for coordinating special events for individual nursing courses.

Student Success
The Nursing Division is committed to the success of every student. To facilitate success throughout the program, the College offers resources for each student to succeed. Learning resources include the Learning Resources Center, advising and counseling, career planning, skills laboratory, computer laboratory, tutoring, and TRIO Student Support Services.

Responsibility in Teaching and Learning

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers harbor the sole responsibility for students' education. Students need to follow a teachers' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of student time is 2 hours per day for each hour of class.

Extra-curricular activities, including jobs, will not affect teachers' expectations and should not interfere with students' preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best possible way.

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

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and full-time students should consider "studenting" to be a full-time job. A college's priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members. Students are responsible for evaluating their instructors honestly andcandidly to contribute to each teacher's effectiveness and professional growth.

Participation in Program of Learning

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

The semester evaluations are distributed to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned coursework, and examinations. Students are asked to evaluate the entire curriculum at the completion of the program.

Changes To Program - Informing Students

Policies and procedures are communicated to students by the nursing student policy manual, course learning management system, the ESCC Academic Catalog, and the ESCC website. This manual is revised regularly to provide current and accurate information is provided the location of the manual on the ESCC web site. Annual updates are required; however, changes may occur during the academic year.

Changes in program, policies, and procedures will be announced to each class by the instructors and copies describing such changes will either be distributed to each student individually or posted on bulletin boards in the classrooms, or outside the faculty office and on the course learning management system (Canvas). Instructors and the Nursing Program Coordinator will be available to answer questions regarding any changes. Students are given a copy of the student policy manual during new student orientation and the student policy manual is posted on the ESCC Nursing Program page.

Course Management System – Web Based Materials

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

Progression Policy

In order to progress in the nursing program, the student must:
1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain program health requirements.

The following policies apply to situations in which a student fails to progress according to the defined Nursing curriculum.

1. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met. Reinstatement must occur within one year from the semester of withdrawal or failure.
3. A student must have a minimum 2.0 cumulative GPA at the current institution to be considered for **Reinstatement.**
4. If the student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

<u>Definitions</u>:

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

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

Reinstatement

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program. Reinstatement to the program will be allowed one time only. Reinstatement to the nursing program is based on space availability and is not guaranteed. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to,but not limited to, any of the following circumstances:

1. Space unavailability;
2. Refusal by clinical agencies to accept the student for clinical experiences;
3. Twelve months have elapsed since the student enrollment in a nursing course.

Criteria for Reinstatement

1. Demonstrate a 2.0 GPA in nursing program required courses **and**

   overall 2.0 cumulative GPA at current institution.
   The academic required courses for PN are ENG 101, MTH 100, PSY 210, SPH 106 or 107, BIO 201 and BIO 202. The academic required courses for ADN are all the previous PN courses and the co-requisite courses BIO220 and a humanities elective.
2. Student has had no more than one non-progression since program admission.
3. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
4. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
5. Demonstrate current health requirements and CPR at the health care provider level.
6. The student's level of professionalism, prior enrollment history, and any history of disciplinary issues of concerns will be taken into consideration.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.

3. Students must apply for readmission to the college if not currently enrolled.College readmission must be accomplished by published deadlines.
4. Update all immunizations, CPR, drug testing and background screening as required for clinical experiences.

Transfer Policy

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions utilizing the nursing concept-based curriculum (CBC). It. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree / 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. Student selection for transfer is based on GPA in nursing program required courses.
9. The last nursing course in which a student was enrolled cannot be more than 12 months old.

Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions utilizing the nursing concept-based curriculum (CBC). It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status
1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and aTransient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal** **standards does not guarantee acceptance**.
9. Student selection for transient status is based on GPA in nursing program required courses.
10. The last nursing course in which a student was enrolled cannot be more than 12 months old.

Auditing Policy

There shall be no auditing allowed for any nursing class.

Course/Clinical Availability

Students need to be aware that a minimum number of students may be needed for each course section for classes to be considered. Therefore, placement at a specific clinical site is not guaranteed. If at all possible, consolidation measures will be utilized to prevent and/or decrease any delay in student progression.

Student Academic Grievances

The College has established policies and procedures to resolve student grievances that could not be resolved informally. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant. When students believe they have a grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If no agreement is reached or dissatisfaction results, the complaint should be taken to the next highest level. Please refer to the Office of the Dean of Students web page for more information https://escc.edu/deanofstudents/ .

Incomplete Grades

Refer to current ESCC Academic Catalog-Student policy manual.

Attendance

Classroom/Lab

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all materials covered in class and for any assignments made in class. The attendance policy for each course is located in the course syllabi and will be discussed at the beginning of each term.

Clinical

Clinical attendance is mandatory as students must meet the required clinical hours for each course. It is expected the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to notify the instructor through the established means of communication and the assigned unit at least 60 minutes prior to the beginning of the clinical experience. If the student is to be late, the instructor of assigned unit should be notified as soon as possible. Chronic tardiness is not tolerated. Refer to specific attendance policies in each course with a clinical component. A CLINICAL ABSENCE MUST BE EXCUSED in order to avoid a grade penalty of "U" for the entire clinical day.

EXCUSED ABSENCE: Illness/injury/death or other extenuating circumstances. A written note from physician is to be brought to appropriate faculty on day of return to class/clinical for illness/injury. Extenuating circumstances are evaluated on an individual basis and requires documentation.

UNEXCUSED ABSENCES: Any absence other than those cited above.

EXAMS/QUIZZES:

a.   A student with an **EXCUSED ABSENCE** will follow test policy as described below. The student is responsible for submitting the excused absence validation to the appropriate instructor upon return to school from the absence. There will be **NO EXCEPTION**to this policy. The absence will be counted as unexcused if validation is not submitted.

TESTING POLICY: IF THE STUDENT HAS AN EXCUSED ABSENCE FOR THE MISSED EXAMINATION, THE CONTENT MISSED MAY BE TESTED UPON STUDENT'S RETURN TO SCHOOL (WITHIN 10 SCHOOL DAYS OF RETURN). THIS SCORE WILL BE RECORDED FOR THE *EXCUSED MISSED* EXAMINATION. THE EXCUSED ABSENCE *MUST* BE COMMUNICATED TO THE INSTRUCTOR *PRIOR* TO EXAMINATION TO BE MISSED AND WRITTEN EXCUSE SUBMITTED TO SAME INSTRUCTOR UPON FIRST DAY OF RETURN TO SCHOOL.

b.   Any missed exams may result in alternate format testing, to include short answer and essay.

c.   EXAMS MISSED WITH AN UNEXCUSED ABSENCE AND WITHOUT PRIOR ARRANGEMENT WITH INSTRUCTOR WILL BE GIVEN A GRADE OF "0".

d.   UNANNOUNCED QUIZZES, TO INCLUDE IN-CLASS ACTIVITIES, MAY BE GIVEN AND GRADED AT THE DISCRETION OF THE INSTRUCTOR. IF AN UNANNOUNCED QUIZ OR ACTIVITY IS MISSED, THERE WILL BE NO MAKE-UPS GIVEN AND A "0" WILL BE GIVEN FOR MISSED WORK.

e.   Students will be given an opportunity to review each unit exam, as announced & conducted by instructor, if the student chooses **NOT** to review the exam at that time; he/she forfeits the same opportunity to do so after the next unit exam is administered. There will be no overall review of Unit exams at end of semester before the course's Final exam.

f.   If a student arrives late/tardy on any Unit Exam day or Final Exam day, he/she may not be allowed to take the exam.

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

CLINICAL PREPARATION:

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

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

c.   Any student who does not meet health requirements will not be allowed to attend clinical and will be assigned U's in all categories each clinical day until requirements are met.

d.   Clinical absence 60 minutes or greater will require the student to complete the entire clinical day.

e.   Failure to complete clinical rotations will prohibit progression in the nursing program. Makeup clinical days are dependent on faculty and clinical site availability.

f.   **A STUDENT MAY BE DROPPED FROM THE PROGRAM AS A RESULT OF:**
        1. UNSAFE CLINICAL PERFORMANCE; and/or
        2. EVIDENCE OF DISHONESTY; and/or
        3. Non-negative DRUG SCREEN TEST or BACKGROUND CHECK
        4. Refusal of clinical sites to allow a student to complete clinical rotations
        (A GRADE OF "D" WILL BE RECORDED FOR THE COURSE GRADE)

CLINICAL SIMULATION LAB:

The student must come to the simulation lab prepared to participate in assigned simulation. If a student comes to the simulation lab unprepared to give safe, competent care, the instructor will require the student to leave the clinical simulation area and the student will receive "U's" for clinical performance areas.

Inclement Weather

Students should listen for closing announcements on local radio and TV stations. Emergency announcements can also be found on the ESCC web site (http://www.Enterprise State.edu/student_services/campus_safety/ESCC_alert.aspx) and social media outlets. If clinical is canceled due to inclement weather, every effort will be made to notify students in a timely manner. In the event the College is closed for day classes, all scheduled day clinicals are canceled. If the College is open for evening classes then evening clinicals will be held as scheduled. Since students reside in various locations with differing weather patterns and road conditions, it is the responsibility of the student to determine if he/she can travel safely to the clinical site. Clinicals may be rescheduled as deemed necessary.

Health Policy

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students not expose clients or agency personnel to communicable disease or safety risk due to the student's inability to handle the physical or psychological stress of client care.

ESCC nursing students must provide validation of health and documentation of up-to-date immunization status in order to participate in clinical experiences. Student Health Forms must be completed and turned in by the announced deadline prior to the first day of class. If the student is unable to attend due to outstanding health records, the student may be dropped from the course. **Any student who does not meet these requirements will not be allowed to attend clinical and will be assigned U's in all categories each clinical day until requirements are met. Any student who does not meet these requirements will not be allowed to attend class or lab and unexcused absence will be applied to the missed time until all requirements are met.** The student is responsible for the cost of any medical evaluation, titers, immunizations, and/or treatment.

Health records/CPR will be required while a student is enrolled in the nursing program. **Any updates will be due prior to the beginning of the next semester in which the student is in enrolling.**

The following are required for all students:

1. **Essential Functions / Physician's Statement** - The *Health Record and Statement of Essential Function Form* must be signed by the student and signed by a physician, physician's assistant, or a nurse practitioner. Students returning to the nursing program after an absence of one year or more must update the *Health Record and Statement of Essential Function Form*

2. **PPD or Tuberculosis (TB Skin Test)** – Documentation of a two-step TB skin test, consisting of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. TB skin tests are good for a period of one (1) year from the administration date. An annual one-step TB skin test will be required thereafter. Students who have tested positive for TB in the past or who are unable to receive the TB skin test (example previous receipt of BCG vaccine) must submit documentation of a clear chest x-ray. Completion of an annual *Tuberculosis Questionnaire* will also be required.

3. **Hepatitis B Titer** – Documentation of titer results for Hepatitis B. Results must be within the past twenty (20) years. If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Hepatitis B Vaccination Release / Waiver Form*. **Titer results are required. Vaccination records will NOT be accepted in place oftiter results.**

4. **MMRV Titers** – Documentation of titer results for MMRV – Measles (Rubeola), Mumps, Rubella, and Varicella (Chicken Pox). If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Measles, Mumps, Rubella, Varicella Release / Waiver Form.* **Titer results are required. Vaccination records will NOT be accepted in place of titer results.**

5. **Tetanus (Tdap) Vaccination** – Documentation of an adult Tdap (tetanus, diphtheria, and pertussis) vaccination required. If the vaccination is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster is also required. An update is required every ten (10) years.

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

Definition

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

1. Coronavirus (COVID-19)
2. Hepatitis A, B, and/or C
3. Chickenpox or Shingles
4. Measles (Rubeola)
5. German Measles (Rubella)
6. Mumps
7. Tuberculosis
8. Staph. Aureus and/or MRSA
9. Influenza

Operating Guidelines

ESCC shall adopt and communicate safety guidelines as proposed by the Center for Disease Control* **(CDC)**, for the handling of blood and body fluids of people with infectious disease.

A student with an infectious disease must report it to the course instructor/program coordinator.

Students who have an infectious disease may not be allowed regular classroom and clinical attendance. During an infectious stage, restrictions may be imposed as deemed appropriate.

A medical statement from a physician/primary healthcare provider will be required when necessary to confirm a student's physical ability/inability to perform in the clinical area or the classroom. This statement should address the duration of the infectious phase and the time when it is appropriate to return to the public environment.

Laboratories/Clinical sites used in a teaching context are to be safe experiences. Given the fact that the existence and identity of those with infectious diseases may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood and body fluids shall be adopted and implemented.

At all times the requirements of affiliated clinical agencies for faculty and students with infectious disease shall be followed. Vaccinations/screening will be carried out based on requirements for clinical agency affiliation agreements.

PRECAUTIONS FOR CONTAMINATED SUBSTANCES/OBJECTS:

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

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

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

A. All clients, their blood and other body fluids, will be considered to be infectious at all times.
B. Whether or not the client is known to have an infectious disease, the faculty and student shall:
    1. Perform "hand Hygiene" before and immediately after contact with clients, their blood and other body fluids.
    2. Consider sharp items as being potentially infective and handle with extreme care to prevent accidental injury.
    3. Dispose of sharp items in puncture resistant containers immediately after use.
    4. Not recap, purposefully bend, or otherwise manipulate by hand, needles that are to be disposed.
    5. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag-valve-masks, or other ventilation devices.
    6. Wear gloves when handling client's blood, body fluids, and/or items soiled with blood or other body fluids. Additionally, wear gown, mask and eye covering when performing procedures where aerosolization or splattering are likely to occur, wound irrigation, endotracheal intubation, bronchoscopy, endoscopy, and high speed centrifugations, etc.
    7. Clean up spills of blood or body fluids immediately with a facility approved disinfectant.

8. As appropriate, follow additional guidelines in effect for any affiliated agency whenassigned to the agency.

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

STUDENT MEDICATION ERROR POLICY

1. Student is to immediately report a medication error to his/her clinical instructor and preceptor (if applicable). The instructor is to convey the information to the charge nurse as soon as possible.

2. The charge nurse, as per clinical facility, will contact the necessary physician and other persons needed and will also secure the required facility's forms related to the incident for the student to complete with instructor assistance.

3. After completing these forms the student/clinical instructor shall contact the appropriate administrator of nursing service or nurse manager and discuss the medication error with one of them. The student will be expected to explain why the error happened and how the error could have been avoided.

4. The student will write a report to be given to the instructor pertaining to the adverse effects this medication may have had on this particular patient. The instructor will then forward on this report to the campus Nursing Program Coordinator.

5. The student will receive a clinical unsatisfactory for this clinical experience.

CPR Certification

Students must maintain current cardiopulmonary resuscitation certification throughout the NURSING program in order to participate in clinical experiences. Certification must be American Heart Association Basic Life Support (BLS) for Health Care Providers (CPR/AED) or American Red Cross CPR for Professional Rescuer. Students have two options for obtaining this certification:

1. It may be taken through the College by registering for EMS 100 prior to or concurrent with the first semester of NURSING program as long as certification is awarded prior to the first clinical day.
2. It may be taken at any other approved agency or facility. Proof of successful completion must be presented prior to registration for the first semester of nursing program.

Students MUST submit ALL updated clinical paperwork,

including but not limited to, vaccinations, immunizations, titers, and CPR to the nursing office prior to the first day of class the subsequent semester in which the student is enrolling.

Health Insurance

ESCC does not provide health insurance coverage for students. Students are financially responsible for any accident, illness or injury occurring in the clinical setting or college laboratory. This includes any follow-up testing or treatment mandated by the program or clinical agency. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.* Health insurance coverage is strongly recommended. If you cannot provide proof of insurance, you will be required to sign a waiver that will remain on file in the nursing office.

It is the student's responsibility to notify the appropriate nursing faculty member of any changes in the student's health status (i.e., pregnancy, communicable disease, major illness, surgery, or injury). Additional examinations, with documentation of results by a licensed physician (MD or DO), PA or CRNP, may be required prior to returning to clinical.

Liability Insurance

Students are required to maintain professional liability (malpractice) insurance coverage through the College's blanket policy. A fee is paid at registration each semester a student is enrolled in a course with a clinical component. This coverage applies while a student is enrolled in the nursing program and is functioning as a student nurse. Upon graduation, the student is responsible for his/her continuing insurance coverage.

Essential Functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing 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 possessa 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 by the Alabama Community 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 nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to the following:

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 producedby the body and the environment
	   iv) Effectively hear to communicate with others
	c) Tactile
	   i) Discern tremors, vibrations, pulses, textures, temperature, shapes,size, location and other physical characteristics.
	d) Olfactory
	   i) Detect body odors and odors in the environment

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

Cognitive/Critical Thinking	a) Effectively read, write, and comprehend the English language b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator d) Satisfactorily achieve the program objectives
Motor Function	a) Handle small delicate equipment/objects without extraneousmovement, contamination or destruction b) Move, position, turn, transfer, assist with lifting or lift and carry clientswithout injury to clients, self or others c) Maintain balance from any position d) Stand on both legs e) Coordinate hand/eye movements f) Push/pull heavy objects without injury to client, self or others g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizingthe 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 safeeffective nursing care p) Calibrate/use equipment q) Execute movement required to provide nursing care in all health caresettings r) Perform CPR and physical assessment s) Operate a computer

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

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's liability to perform the essential functions.

Requests for reasonable accommodations should be directed to Ms. Dava Leverette for the Enterprise State Campus (334-347-2623 extension 2293).

Enterprise State Community College
Background Screening Policy for Students in the Health Sciences

I. **Policy Purpose**
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    A. Education of Health Science students at Enterprise State Community College requires extensive collaboration between the institution and its clinical affiliates.

    B. The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.

    C. The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

II. **Standards of Conduct and Enforcement Thereof**

    A. Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.

    B. Student enrolled in a health program at Enterprise State Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.

    C. Enterprise State Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

III. **General Guidelines**

    A. Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Enterprise State Community College will be required to undergo an initial background screen.

    B. Types of screening to be conducted
        1. <u>Social Security Number Trace / ID Search</u> to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.
        2. <u>Unlimited County Criminal Record Verifications</u> to identify criminal convictions forall names and addresses revealed on the Social Security Trace.
        3. <u>The Alabama Statewide Search</u> includes criminal convictions since 1987. Theserecords contain information submitted to the State by courts from each county toother criminal justice agencies.

4. <u>FACIS (Fraud and Abuse Control Information System) Database Searches</u> to identifyadverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and debarments to lettersof reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.
   a) <u>Office of the Inspector General (OIG) List of Excluded Individuals/Entities</u> identifies those individuals who have committed offenses deeming them ineligibleto care for patients receiving Medicare, Medicaid and other Federal health care benefits.
   b) <u>General Services Administration (GSA) Excluded Parties List Service</u> identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout theUS Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
   c) <u>Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals(SDN)</u> includes individuals associated with terrorism and Narcotics Trafficking.
   d) <u>National Terrorist Watch List</u> contains names of international terrorism suspectsand those of people who aid them.
5. <u>National Sex Offender Public Registry,</u> maintained by the U. S. Department ofJustice, returns complete profiles of sex offenders, including their convictions.
6. <u>Professional License, Certification, or Designation Verification</u> confirms validity ofprofessional license(s) claimed by an individual. Verification usually consists of license type, date of issuance, expiration date, current standing and existing restrictions, if any, on the license. Disciplinary actions or suspensions may also be disclosed based on availability from the licensing authority.

IV. **Student Guidelines**
   A. Consent
      1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.
      2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.
      3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file. A copy of the *Background Screening Policy for Students* can be found in NURSING Student Policy Manual (given to students upon program admission) and on ESCC's Nursing Program page.
   B. Procedure Policies
      1. Background screens will be scheduled and conducted by a College-designated vendor in accordance with program specific admission deadlines and/or semester start dates. **Background screens performed by any other vendor or agency will not be accepted.**
      2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College- approved vendor.

3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.
   a) Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.
   b) Any expenses not applicable to financial aid resources must be provided by the student.
4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.
   a) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
   b) If the student does not officially withdraw, a grade of "F" will be recorded for the course(s).
5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the nursing program coordinator. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

V. **Results**

A. Background checks must be accomplished prior to assignment of any student for a clinical rotation and **annually thereafter** for subsequent clinical rotations.
B. Results of background screening are confidential and will be released only to the individual student and to the approved College designee.
C. If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.
D. Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.
   1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:
      a) Certain convictions or criminal charges which could jeopardize the health and safety of patients.
         (1) Crimes against the person, such as battery or assault
         (2) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement
         (3) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances.
      b) Sanctions or debarment.
      c) Felony or repeated misdemeanor activity within the past 5 years.
      d) Office of the Inspector General violations including inclusion of one's name on an excluded party list.
      e) Other crimes as deemed ineligible by appointed affiliate representatives
   2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.

3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.
4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.
5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Enterprise State Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.
   (1) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
   (2) If the student does not officially withdraw, a grade of "F" will be recorded for the course(s).

E. Background screening results will be securely filed in the office of the College designee.
F. Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.
G. General Guidelines
   Students will be accepted to a clinical rotation if their background check reveals:

   1. No history of criminal offenses

   2. Misdemeanors for expired or failure to get hunting or fishing licenses

   3. Misdemeanors for traffic or moving violations (excluding DUI)

Enterprise State Community College
Substance Abuse Policy

Enterprise State Community College (ESCC) supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, authorized by, or on behalf of Enterprise State Community College. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion. And shall be subject to referral to law enforcement officials for arrest and prosecution.

Clinical facilities with contracts for the education of health science students require that Enterprise State Community College obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation.

Guidelines for Substance Abuse Testing

As stipulated by the agencies with which the ESCC Health Sciences Division contracts for clinical education experiences, students and faculty must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to these policies in order to participate in clinical experiences at the agency. This includes annual testing and random screening should the student or faculty be perceived to exhibit behaviors indicative of substance abuse during a clinical learning experience. Fees for all drug and alcohol screening must be paid by the student. Enterprise State Community College Health Sciences Division will not accept drug tests completed prior to the testing period designated by each respective program, nor will it accept tests completed from vendors not designated by the college.

I. Persons to be Tested

Any student enrolled in any Enterprise State Community College Health Sciences course that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug testing by the deadline set forth by the respective program and annually thereafter.

A. Drug screening requirements are noted in the nursing student policy manual and website for potential Health Science students. Students are provided the substance abuse screening policy at the time of enrollment in a Health Science program and must sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the drug screening. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:
1.) the vendor to perform required drug screen,
2.) the vendor to provide results to Enterprise State Community College Health Sciences Division.

B. A signed consent to drug screening will be maintained on file for each health science student.

C. Drug and alcohol screening will be scheduled and conducted by a vendor designated by the Health Science Division.

D. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time. The screening must be completed within 24 hours of the rescheduled time.

E. Students have the right to refuse to consent to drug testing. However, students who decline or fail to complete the drug testing will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet the clinical rotation requirements of the Health Science program or course. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

F. A student must have a negative drug/ alcohol-screening test on file to complete Health Science courses with a clinical component.

G. A student who is unable to successfully complete the clinical learning experiences of any Health Science course due to a positive drug screen may apply for readmission to any ESCC Health Science program. The student will be considered for readmission according to criteria in the Readmission Policy below and the readmission policies applicable to his/her program of study.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing as stipulated in the substance abuse screening policy of the clinical agency while participating in clinical experiences. Failure to comply with random testing will result   in immediate removal of the student from all clinical rotations and dismissal from the program. The definition of reasonable suspicion, as stated in the substance abuse policies of the clinical agencies, may include the following:

A. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;

B. Presence of an odor of alcohol;

C. Abnormal conduct or erratic behavior while on campus attending class, participating in laboratory or clinical experiences, excessive absenteeism, as defined by the clinical agency, tardiness, or deterioration in performance;

D. An accident while in class, lab, or clinical;

E. Evidence of tampering with a drug test;

F. Suspected theft of medications, including controlled substances, while in a clinical or laboratory setting;

G. Information that the individual has caused or contributed to an incident in the clinical agency that created an unnecessarily greater likelihood of a resulting injury to any person or property than should occur in a properly conducted situation or endeavor;

H. Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs or alcohol while enrolled in the Health Science program.

I. Results are available to the student from the vendor. Students with positive results should contact the Program Director immediately upon receipt of results.

III. Confidentiality

Confidentiality of test results will be maintained by the program director, Department Chair, and the Dean of Instruction, and the student having access to the results - with the exception of legal actions that require access to test results.

IV. Readmission Requirements

If a student withdrew or was dismissed from a health sciences course or program due to:

A.   A positive drug and/or alcohol screen, or

B. The inability of the student to participate or complete a clinical component due to a positive drug and/or alcohol screen, or

C. Failure to complete a required drug and/or alcohol screen

The student seeking readmission to a health sciences course or program is required to:

1. **Nursing students** must submit a letter from an Alabama Board of Nursing recognized substance use disorder treatment provider verifying completion of an appropriate substance abuse treatment program, and

2. Submit to an unannounced drug and/or alcohol screen at the student's expense prior to readmission. A positive screen at this time will result in ineligibility for readmission.

V. Drug Screening Programs

Drug screening programs suggested or required by the Alabama Board of Nursing, Enterprise State Community College, and/or various institutions with which the college contracts, may vary from time to time in any or all of their aspects. Students will be required to comply with screening, which will satisfy any program or requirement established for clinical experience, whether pre-clinical drug screening, random drug screening,or incident-related screening.

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 or incident 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.

VI. **Medical Review of Positive Drug Test Results**
   A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. The vendor's Medical Review Officer (MRO) will review any positive test result.
   B. A Medical Review Officer, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:
   a. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.

   b. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

Professional Appearance and Uniform Guidelines

Clinical Uniforms

Enterprise State nursing students are representatives of the nursing profession, the nursing program, and the college, therefore, adherence to the specified dress code requirements during clinical hours is MANDATORY. Students are required to be in uniform for clinical activities and must appear neat and professional at all times. Students must adhere to the clinical agency uniform policy as well as:

1. Students will be neat, clean and well-groomed.
2. Hair must be neat, clean and worn off-the-collar style, away from the face and not obscuring vision, the entire time while in uniform. No extreme hair color allowed. Students with hair dyed any color other than that natural to humans will not be allowed to participate in clinical rotations. Neutral-colored headbands (brown, black,white, or off-white) are allowed. No bows, ribbons, hair jewelry, scrunchies, or scarves shall be worn.
3. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.
4. Fingernails will be natural, clean, and short. No nail polish or artificial nails or nail tips can be worn.
5. Perfume, scented hair or body products, or heavy makeup will not be worn.
6. Undergarments must be worn but should not be visible through clothing.
7. No body piercings may be visible.
8. No tattoos may be visible, must be covered with flesh-toned covering.
9. No artificially applied eyelashes will be worn.
10. Students should not have a noticeable smoking odor or other offensive odors during clinical hours.
11. A clinical ID badge must be worn on the left side of the chest on the uniform at all times while on healthcare facility premises or while representing ESCC.
12. The nursing uniform should be wrinkle free and as listed below:

PN Clinical Uniform:
V-NECK white Cherokee uniform top (available in ESCC bookstore and Scrubs 101) with official ESCC PN program patch sewn onto the upper right side (chest) of the top and hunter green Cherokee scrub pants with white socks. The PN patch should be 4" from the top seam of the uniform top to the patch crest. No pants with ankle cuffs allowed. Pants dragging the floor and frayed on the cuffs are not allowed due to safety and infection control measures. Short sleeve tee shirts may be worn under uniform tops but they must be white. Lab coat/jackets (with official ESCC PN program patch sewn onto the upper right sleeve of lab jacket) are permissible. White lab coat/jackets must be below the waist and above the knee in length with wrist-length sleeves.

ADN Clinical Uniform:
V-NECK white Cherokee uniform top (available in ESCC bookstore and Scrubs 101) with official ESCC ADN program patch sewn onto the upper right side (chest) of the top and pewter Cherokee scrub pants with white socks. The ADN patch should be 4" from the top seam of the uniform top to the patch crest. No pants with ankle cuffs allowed. Pants dragging the floor and frayed on the cuffs are not allowed due to safety and infection control measures. Short sleeve tee shirts may be worn under uniform tops but they must be white. Lab coat/jackets (with official ESCC ADN program patch sewn onto the upper right sleeve of lab coat/jacket) are permissible. White lab coat/jackets must be below the waist and above the knee in length with wrist-length sleeves.

Community Uniform:
A white Enterprise State Vansport Marco Polo shirt
    o The polo shirt must be in good repair and not faded
    o No visible cleavage, bellies, or low backs allowed
    · **PN Students**: Hunter Green Cherokee Workwear Revolution scrub pants with white socks
    · **ADN Students**: Pewter Cherokee Workwear Revolution scrub pants with white socks

- Consideration will be given to any religious preferences that are submitted in writing prior to the assigned clinical rotation.
- Shoes must be clean, white leather-like shoes. They must have enclosed toes and heels. No canvas shoes can be worn.
- A watch with a second hand must be worn. No smart watches allowed. Other jewelry will not be worn, including rings, earrings, bracelets, and necklaces. The ONLY exception is a plain wedding band.
- Shoes must be clean, white leather-like shoes. They must have enclosed toes and heels. No canvas shoes can be worn.
- Lab coat/jackets, jewelry, hair, etc. will be enforced in accordance with clinical uniform guidelines.
- To retrieve patient assignments at facility or while representing ESCC at various meetings, the clinical or community uniform, as described above may be worn.

13. All students must bring to clinical the following items: stethoscope, pen light, bandage scissors, black pen, watch with a second hand, and a copy of ALL required medical documents.

14. A community uniform is required to be worn by all nursing students when participating in any required/optional community activity in which the clinical uniform is not worn and the student represents the nursing program.
    Community activities include, but are not limited to:
    • Selected clinical experiences as directed by course instructors.
    • Support group activities.
    • Picking up assignments at the hospitals.
    • Participation in health fairs.
    • Assisting with blood drives.
    • Public travel/attendance associated with professional meetings, seminars, conventions.

15. **Pinning Ceremony** attire will abide with the aforementioned rules with the following exceptions:
    Students are required to wear the same program associated clinical uniform in all **white** as described above with the **exception** of the ESCC nursing program patch. The uniform and shoes MUST be neat and clean with now wrinkles, dinginess, or stains. Students who fail to meet these guidelines will be considered unsatisfactory and may not be allowed to participate in activities for that day.

Lab Dress Code

Students are strongly encouraged to wear white lab coat/jacket with official ESCC program patch sewn onto the upper right sleeve of lab coat/jacket for lab meetings.

Confidentiality

Students will, in the course of clinical assignments, be exposed to information regardingclients, hospitals, physicians, staff, and others. All such information must be consideredconfidential and will not, under any circumstances, be discussed with anyone except in the line of duty.

A client's condition may not be discussed with the client, staff, students, or any other persons not directly concerned with the care of the client. Only the physician, directorsor supervisors of nursing services, or administration are authorized to discuss the condition of the client with others.
All students enrolled in the nursing program are required to sign a confidentiality form. This form covers confidentiality and the Health InsurancePortability and Accountability Act (HIPAA) rules and regulations.
The following are some general guidelines for students regarding HIPAA compliance:
● Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
● Client records should never leave the clinical agency.
● Students should never save patient/client sensitive information (with identifying information) on any electronic device.
● E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
● All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
● Client names should not be included in clinical paperwork, case presentations, or on notes.
● Photocopying of client records is NOT permitted in any clinical setting.
● Records should not have client's names or initials when turned in for clinical paperwork
● Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.

● For more information regarding HIPAA please visithttp://www.hhs.gov/ocr/privacy/
● All violations of the ESCC confidentiality/ HIPAA will remain active until student completion of the currently enrolled program.

No Compensation

During clinical components at health care facilities, students under the supervision of aclinical instructor provide direct patient care. Students must understand that clinical components are required and that the student is not due compensation from any healthcare facility or the College.

Behavior in the Classroom/Clinical/Lab

Students should observe the highest moral, ethical, professional, and social standards. Disruptive behavior in the classroom/clinical/lab will not be tolerated and students responsible for disruptive behavior will be asked to leave the classroom/clinical/lab and will be assigned an unexcused absence.

The use of a cellular telephone, pager, tape player, radio or other electronic device where such activity would interfere with normal activity of the College will constitute adismissal from class/clinical/lab and will be assigned as an unexcused absence.

Fundamental attributes of ethical and professional behavior include but are not limited to honesty, integrity, and civility, as well as a demonstrated desire to learn, respect for the academic process, concern for the welfare of patients and their families, commitment to patient confidentiality, respect for the rights of others, emotional maturity, and self-discipline. Since the development of professional and practice behaviors is an integral part of education in nursing, demonstrating such conduct during your education is an academic matter. Professionalism is a cornerstone of a successful academic program, maintaining integrity and compassion in the delivery of health care, and building a collegial and conscientious health professions team. Circumstances may arise during a student's course of study that call into question the capacity or commitment of the student to maintain this academic standard. ESCC has the responsibility and authority to determine a student's ability to continue in their program of study. When a student accepts an offer of admission into the Nursing Program, he or she commits to comply with all rules and expectations, including those regarding professional and practice behaviors. All nursing students are expected to demonstrate high standards of professional and clinical practice behaviors in all educational settings including, but not limited to: the classroom, skills laboratory, simulation laboratory, all professional and clinical sites that are part of the learning program, and anytime in uniform.

A **behavior violation** is given for acts that are deemed to be inappropriate or when a student is not performing at the expected level. Depending on the nature, a behavior violation may be escalated to a higher level at the discretion of the program administrators. All behavior violations are placed in the student's file and are carried from semester to semester. All written disciplinary actions beginning January 2025 will be leveled based on the new discipline policy.
LEVEL 1- Professional Behaviors: Each level 1 behavior violation will result in a student conference with the course faculty and will be documented in the student's nursing program file. Any student who receives a total of three (3) level 1 professional behavior violations while in the nursing program are encouraged to withdraw (W) from the nursing course(s) enrolled or the highest grade a student could earn is a **"D"**, which will be recorded for the course grade. Following program non-progression for three level 1 behavior violations, if a student is reinstated into the program, previous level 1 behavior violations are not carried over.

Level 1 Professional Behavior Violations Examples Include:
1. undocumented (unexcused) absence from scheduled exam
2. distracting or insensitive behavior in class, lab, or clinical
3. failure to demonstrate a professional demeanor (use of offensive language or gestures, negative attitude)

-LEVEL 2- Critical Behaviors: A level 2 behavior violation will result in a student conference with the course faculty and will be documented in the student's nursing program file. Any student who receives one (1) written level 2 critical behavior violation while in the nursing program will be dismissed from the program and given a failing grade (**D**) for the course enrolled.

Level 2 Critical Behavior Violations Examples Include:
1. unsafe practice or behavior that results in harm to a patient, staff, or another student
2. evidence that there is drug/alcohol use during scheduled school activities
3. diverting drugs in the clinical setting
4. negligence or refusal to perform nursing duties/act in the best interest of the patient failure to demonstrate behaviors indicative of professional integrity (cheating on exams, plagiarism, presenting others' work as own, etc.)
5. physically abusive behavior towards others
6. written, verbal, or abusive/uncivil behavior toward others
7. Students are **not** to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other healthcare professionals through social media. (See social networking policy for more information)

Behavior in the Clinical Setting
As a vital part of the professional team and the total healthcare environment, each student is expected to exercise tact, kindness, courtesy and consideration to everyone they encounter in the clinical area. The clinical agencies' reputation and the community's confidence in it are established and maintained by the collective effort of all employeesand students. Therefore, personal conduct should be of the highest quality. Some examples of inappropriate behavior in the clinical setting that could impact your clinical grade are:
1. Chewing gum or eating in the clinical area.
2. Smoking, electronic cigarette, or vaping in any unauthorized area.
3. Talking loudly, laughing, or horse playing in hallways or elevators.
4. Sitting in the nurse's station rather than seeking learning experiences.
5. Removing uniform, letting hair down, etc., before leaving the clinical site.
6. Wearing sweaters or jackets in the clinical area or cafeteria.
7. Failing to put client charts and health care information in the appropriate place.
8. Being disrespectful to the client, instructor, other students and/or employees of the institution.
9. Being dishonest (i.e., lying, stealing, charting care not provided).
10. Dressing inappropriately (dirty, wrinkled, collarless uniforms or nonstandard nursing shoes).
11. Displaying repeated mistakes placing client or student in unsafe environment.
12. Using profanity or lewd comments anywhere in the institution.
13. Inappropriate physical conduct (shoving, rough handling of client).
14. Talking in client's room about matters not concerning client (personal or about other clients assigned to student).
15. Breaching confidentiality.
16. Failing to follow instructions.
17. Wearing shorts, flip-flops, mid-driff tops, tank tops, vulgar logos, etc., to pick up clinical assignments. Students are to dress professionally by following the dress code when picking up assignments.

18. Behavior considered inappropriate by the instructor.
19. Use of electronic devices, ie cell phones and smart watches in patient care areas are prohibited.

Students shall abide by the Code of Student Conduct and accompanying disciplinary sanctions as outlined in the student policy manual section of the ESCC Academic Catalog.

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

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

Cell Phones

Cell phones must be turned on silent or vibrate during class time. Communication by any inappropriate means during class is strictly prohibited. If a student has a situation in which they expect a call during class time, then it is the student's responsibility to alert the faculty member so a plan can be implemented. At no time should the student have the cell phone in a direct patient care area at clinical nor during an exam. Taking a picture during clinical is considered a violation of HIPAA.

ELECTRONIC DEVICE USE

Smart phones, smart watches, tablets, and/or cellular phones are not allowed during testing nor in the laboratory area. The use of electronic devices are not allowed while in clinical areas. While these devices can be a great asset to the student, it is the student's responsibility to realize the boundaries needed with the use of these devices in order to maintain HIPAA compliance, as well as professionalism. ESCC's HIPAA policy will apply to the use of electronic devices, while at the clinical setting. The taping of lecture may be allowed for studying purposes only. Students are not allowed to retransmit lectures without the explicit consent of the instructor. (Examples of transmission are, but not limited to posting lectures on websites {You Tube, Facebook, etc.}, and dispersion of copies of recorded lectures. This includes both whole lectures and portions of lectures).

SOCIAL NETWORKING POLICY/ SOCIAL MEDIA

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

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

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

The following guidelines are to be followed:
- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on your personal computer or other electronic device
- Electronic correspondence with faculty should be treated confidentially and should not include patient identifying information
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussion with cell phones or other personal devices
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There is no such thing as a "private" social media site
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency
- Always maintain patient privacy and confidentiality
- Report breaches of confidentiality or privacy to appropriate discipline instructor promptly.
- When in doubt as to whether or not it is considered inappropriate, do not do it!

A violation of this policy will result in appropriate disciplinary action up to and including suspension from the college. (See behavior in the classroom/clinical/lab)

Video Recording / Photography
The ESCC Health Sciences Division develops and implements events and initiatives to promote the overall well-being of the college, to create awareness of the college's mission, history, and contributions to the region, and to foster positive relationships with prospective students, alumni and friends of the college.

Public relations and marketing activities include, but are not limited to, distributing press releases and news stories concerning college activities, developing and distributing publications regarding college mission and programs, participating in community activities, and designing and implementing marketing material for print and electronic media.

Any student who wishes not to be video recorded or have photographs taken during events or initiatives must notify the staff/faculty prior to the scheduled event date.

Communication Channels
Students should make appointments to interact with faculty members during office or retention hours. 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. The faculty is interested in students; however, formal lines of communication are important. Therefore, when it becomes necessary to discuss a concern, the following channels of communication are:

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

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

NURSING PROGRAM COORDINATOR-   Mrs. Amy Phillips
If problem is not resolved at this level then make an appointment with the,

CHAIR OF HEALTH DIVISION – Mrs. Amy Phillips
 If problem is not resolved at this level then make an appointment with the,

DEAN OF INSTRUCTION – Dr. Anna Head

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

ESCC PRESIDENT- Mr. Daniel Long

Grading Policy

A minimum grade of "C" (75 or above) is required to successfully complete nursing courses.

No rounding of test scores is done (for example, 78.6 is 78.6). Only the final course grade is rounded (0.5 or higher is raised to the next whole number). ESCC nursing program will carry all grade computations within a course (exams, quizzes, comprehensive tests, outside activity grades, etc.) to the hundredths place with no rounding applied to intermediate steps. Final course averages will be rounded to the nearest whole number and the following grading scale applied:

A	90-100	Passing
B	80-89	Passing
C	75-79	Passing
D	60-74	Failing
F	59 and below	Failing

 The student must achieve a final grade of 75 in the theory component of all nursing courses. In addition, students enrolled in courses containing lab and/or clinical components, must achieve a "satisfactory" evaluation in order to successfully complete the course. If a student fails a clinical or lab component of a course, the highest grade a student could earn is a "D", which will be recorded for the course grade. Otherwise, course grade will reflect the theory grade.

Grades from each exam will be posted only on Canvas within 10 school days. Grades will not be given out over the phone. Do not call the nursing instructor for any unit or final exam grade.

Comprehensive Assessment

Comprehensive Assessment (CA) testing through the use of standardized and validated assessment tools will be incorporated into each field of concentration course. This assessment may or may not comprise a portion of grade calculation and is intended to aid in advisement, counseling, and/or remediation of students. Costs associated with CA are the responsibility of the individual student.

Travel

Off-campus activities, such as seminars, conventions, field trips, etc., are periodically scheduled as student learning experiences. All students are encouraged to participate

in these activities. Students unable to participate will be given an assignment as designated by the instructor. Upon leaving ESCC and/or the affiliated hospital facilities of ESCC to attend instructor scheduled off-campus activities, ESCC, along with its faculty and staff, are not liable for any adverse events which could happen to the student while participating in these activities.

Copy Policy

Students are encouraged to maintain copies of health, medical, or related information which may be in the nursing Program's files and needed by the student for future reference;for example, TB skin test results, immunization records, acceptance letters. This must be done prior to submitting document(s) to the nursing office. Copies may be made at the student's expense in the Learning Resources Centers on campus. The nursing office will not make copies of any items in your student file.

The nursing program office will not release health, medical, or related information in a student's file toany persons or agencies for employment or personal needs.

Visitors

Students are not allowed to bring visitors, including children, to regularly scheduled classes, nonscheduled computer lab, or clinical. Any visitors asking to see a student will be referred to administrative offices. Visitors should report tothe administrative offices at the campus or site visited rather than proceeding to instructional areas.

Parking

College: Free parking is available at nursing sites. Vehicles must be registered and parkedin areas designated for student parking.

Clinical: Students will be assigned parking areas at all clinical facilities. ESCC decalsmust be displayed on vehicles and vehicles must be parked in the designated area.

Telephone

Personal calls may not be made on either College or clinical facility phones. Please instruct family and friends not to call while in the clinical setting. In the case of an emergency, the call should be made to the nursing office or a nursing instructor who will contactthe student. If the nursing office or nursing instructor does not answer, the ESCC switchboard operator can be contacted at 334-347-2623.

Phone Numbers:

    College:
        Enterprise State Community College:
        347-2623

    Clinical Facilities:
        Andalusia Health: (334) 222-8466
        Christian Mission Centers: (334) 393-2607
        Dale Medical Center: (334) 774-2601

        Dale Medical Center/New Day: (334) 774-7352
        Enterprise Health and Rehabilitation Center: (334)347-9541
        Flowers Hospital: (334) 793-5000

Medical Center Enterprise: (334) 347-0584
Noland Hospital: (334) 699-4300
Southeast Health: (334) 793-8111
Spectracare: (800) 951-4357
Troy Health and Rehab Center: (334) 566-0880
Troy Regional Medical Center: (334) 670-5409
Wesley Place: (334) 778-7242
Wiregrass Medical Center: (334) 684-3655
Wiregrass Nursing Home and Rehab: (334) 684-3655

Human Rights and Non-Discrimination

The nursing program adheres to the Human Rights and Non-discrimination policy of ESCC as stated below:
Enterprise State Community College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, gender, age, national origin, disability, or marital status, and that legitimate and reasonable access to facilities is available to all. This principle particularly applies to the admission of students in all programs of the College and in their academic pursuits.

It is also applicable in extracurricular activities, all student services, employment of students by the College, and employment of instructors and non-instructional personnel. Therefore, Enterprise State Community College (ESCC) is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991; Executive Order 11246*, as amended; *Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act*; and *The Americanswith Disabilities Act of 1990*. Enterprise State Community College is an Affirmative Action, Equal Employment and Educational Opportunity Institution. The NURSING program includes one additional category to which nondiscrimination applies.This category is veteran status.
Concerns should be directed to Ms. Dava Leverette for the Enterprise State Campus (334-347-2623 extension 2293).

Application for Nursing Licensure

Application for Alabama licensure is completed on-line at the Alabama Board of Nursingwebsite (**www.abn.state.al.us**). Students who desire to be licensed in a state other than Alabama must obtain NCLEX information and application from that state or apply for a multistate license. Refer to the Alabama Board of Nursing website for regulations regarding initial licensure. Application to sit for the licensing examinations may be denied on the basis of the review of the regulatory questions answered by the candidate.

Applicants who have an arrest record should be aware that they may not be permitted to sit for the licensing examination. This determination is made AFTER an individual's application to take the NCLEX for licensure is submitted.

Passing criminal background check and admission to the nursing program does not ensure the ability to take a licensure exam.

ENTERPRISE STATE
COMMUNITY COLLEGE

Discipline Policy

LEVEL 1 Behavior Violation

LEVEL 1 Behavior Violation

LEVEL 1 Behavior Violation

LEVEL 2 Critical Behavior Violation

Withdrawal or highest earned course grade is a "D"

Nursing Program Dismissal earning a "D" for the course grade

Were the policies in the Nursing Program Student Handbook Followed?

NO

YES

Refer to Student Handbook pg. 19 for an Academic Appeal/Grievance

Grade is Final