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INTRODUCTION

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

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

It should be understood that all information in the Nursing Student Handbook is essential to your success. Be advised that any information which is bold or underlined is critical to understand.

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

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

Sincerely,

Nursing Faculty and Staff

Resa Lord, RN, MSN
Chairperson, Health Sciences
PROGRAM INFORMATION

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

The Nursing Programs at Chattahoochee Valley Community College are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly National League for Nursing Accrediting Commission, Inc. (NLNAC). The last self-study and on-site visit was in Fall 2012. The next scheduled site visit will be Fall 2017.

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

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

Comments or complaints can be directed to:

Accreditation Commission for Education in Nursing, Inc.
(formerly National League for Nursing Accrediting Commission, Inc)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
www.acenursing.org

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

Alabama Board of Nursing
P.O. Box 303900
Montgomery, Alabama 36130
1-800-656-5318
www.abn.state.al.us
ACCS Nursing Program Philosophy

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama Community College System (ACCS). The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

*Maslow’s theory is the foundation for the program of learning.* According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one’s health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual’s experiences throughout the lifespan.

*Health, which is individually perceived, exists when needs are met.* Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

*Nursing is an art, as well as, a science* in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, and legal/ethical accountability, dedication to an evolving body of knowledge, lifelong learning and client advocacy.

*The teaching-learning process is a shared responsibility* between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

*Nursing education is a learner-centered process* which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a lifelong process which promotes professionalism and is beneficial for the learner and society.
CVCC Nursing Mission Statement
The mission of the nursing education program at Chattahoochee Valley Community College (CVCC) is to prepare students to enter the work force with an entry level nursing degree. In keeping with the mission of the College, CVCC instructors strive to provide nursing students with a quality academic education allowing the student to develop technical and critical thinking skills, develop self-understanding and self-growth, and heighten student awareness and participation in local and global communities.

<table>
<thead>
<tr>
<th>Threads Integrated Throughout Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Critical Thinking</td>
</tr>
<tr>
<td>2. Communication</td>
</tr>
<tr>
<td>3. Nutrition</td>
</tr>
<tr>
<td>4. Pharmacology</td>
</tr>
<tr>
<td>5. Cultural Diversity</td>
</tr>
<tr>
<td>6. Lifespan</td>
</tr>
<tr>
<td>7. Pathophysiology</td>
</tr>
<tr>
<td>8. Technology</td>
</tr>
<tr>
<td>9. Teaching/Learning</td>
</tr>
<tr>
<td>10. Legal/Ethical</td>
</tr>
<tr>
<td>11. Roles of the Nurse</td>
</tr>
</tbody>
</table>

Organizing Framework
The schematic diagram is designed to show the complete picture of the program of learning. The description of the schematic drawing of The Alabama College System nursing programs is as follows:

The umbrella represents a diagrammatic scheme of the nursing programs’ organizing framework. In order for an umbrella to function properly, it must be unfurled, have all its parts connected and its fabric intact. The nursing faculty visualizes the organizing framework in a similar manner. The philosophy serves as the handle of the umbrella and is used to unfurl the curriculum. The organizing framework is composed of four major concepts: nursing, nursing process, human needs and the health-illness continuum. These four concepts are depicted by the horizontal bands on the umbrella. The eleven ribs of the umbrella represent the eleven curriculum threads. These threads are based on the philosophy and the four major concepts and connect the fabric of the curriculum to the pinnacle of the umbrella which represents the program outcomes.
### The Alabama Community College System Nursing Program Outcomes

<table>
<thead>
<tr>
<th>Theoretical Competency</th>
<th>80% of students will meet the passing standard for the comprehensive exam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Competence</td>
<td>80% of the employers and graduates returning surveys will report satisfaction.</td>
</tr>
<tr>
<td>Practical Nursing Graduation Rate</td>
<td>At least 75% of students admitted to practical nursing programs will graduate within 24 months.</td>
</tr>
<tr>
<td>Associate Degree Graduation Rate</td>
<td>At least 75% of students admitted to associate degree nursing programs will graduate within 48 months of initial admission.</td>
</tr>
<tr>
<td>Pass Rate</td>
<td>First time test takers will average 80% or higher on NCLEX.</td>
</tr>
<tr>
<td>Job Placement Rates</td>
<td>95% or greater of those seeking employment are employed in nursing within 6 months of graduation.</td>
</tr>
</tbody>
</table>

### The Alabama Community College System Student Learning Outcomes

<table>
<thead>
<tr>
<th>Level I</th>
<th>At the completion of Level I, the nursing student will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrate competency in performing basic nursing skills for individuals with common health alterations.</td>
</tr>
<tr>
<td>2.</td>
<td>Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.</td>
</tr>
<tr>
<td>3.</td>
<td>Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.</td>
</tr>
<tr>
<td>4.</td>
<td>Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.</td>
</tr>
<tr>
<td>5.</td>
<td>Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.</td>
</tr>
<tr>
<td>6.</td>
<td>Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.</td>
</tr>
<tr>
<td>7.</td>
<td>Utilize relevant technology for client care and documentation.</td>
</tr>
<tr>
<td>8.</td>
<td>Demonstrate professional behaviors associated with nursing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level II</th>
<th>At the completion of Level II, the nursing student will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.</td>
</tr>
<tr>
<td>2.</td>
<td>Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.</td>
</tr>
<tr>
<td>3.</td>
<td>Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.</td>
</tr>
<tr>
<td>4.</td>
<td>Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.</td>
</tr>
<tr>
<td>5.</td>
<td>Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.</td>
</tr>
<tr>
<td>6.</td>
<td>Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.</td>
</tr>
<tr>
<td>7.</td>
<td>Examine relevant technology for client care and documentation.</td>
</tr>
<tr>
<td>8.</td>
<td>Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.</td>
</tr>
</tbody>
</table>
Degree Requirements  
Licensed Practical Nursing Program Curriculum

First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 100 – College Algebra</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*BIO 201 – Human Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 102 – Fundamentals of Nursing</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>NUR 103 – Health Assessment</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NUR 104 – Introduction to Pharmacology</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>9</strong></td>
<td><strong>5</strong></td>
<td><strong>1</strong></td>
<td><strong>15</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 - English Composition</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 202 - Human Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 105 – Adult Nursing</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>NUR 106 – Maternal and Child Nursing</td>
<td>4</td>
<td>-</td>
<td>1</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>15</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>20</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

Third Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 107 – Adult/Child Nursing</td>
<td>5</td>
<td>-</td>
<td>3</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>NUR 108 – Psychosocial Nursing</td>
<td>2</td>
<td>-</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>NUR 109 – Role Transition for the Practical Nurse</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>9</strong></td>
<td><strong>1</strong></td>
<td><strong>4</strong></td>
<td><strong>14</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

* *BIO103: Principles of Biology is a prerequisite to BIO201 and MUST be completed prior to the start of the program.
* All developmental coursework as identified by the COMPASS Test should be completed as a prerequisite to BIO103 or student may also achieve appropriate mathematics placement score.

Program Totals:
- Non-Nursing Hours: 14
- Nursing Hours: 35
- Total Credit Hours: 49

**Note:** All non-nursing courses must be completed during the semester they are designated to be completed, as shown in the curriculum above.
### Associate Degree in Nursing Direct Entry Program Curriculum

#### First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 100 – College Algebra or Higher</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*BIO 201 – Human Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 102 – Fundamentals of Nursing</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>NUR 103 – Health Assessment</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NUR 104 – Introduction to Pharmacology</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>5</td>
<td>1</td>
<td>15</td>
<td>26</td>
</tr>
</tbody>
</table>

#### Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 – English Composition</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 202 – Human Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 105 – Adult Nursing</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>NUR 106 – Maternal and Child Nursing</td>
<td>4</td>
<td>-</td>
<td>1</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>15</td>
<td>2</td>
<td>3</td>
<td>20</td>
<td>29</td>
</tr>
</tbody>
</table>

#### Third Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 200 – Psychology</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 220 – Microbiology</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>NUR 201 – Nursing through the Lifespan I</td>
<td>3</td>
<td>-</td>
<td>2</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

#### Fourth Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 106 or SPH 107 – Speech</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 – Human Growth and Development</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 202 – Nursing through the Lifespan II</td>
<td>3</td>
<td>-</td>
<td>3</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>-</td>
<td>3</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

#### Fifth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS, ART, LIT, PHL – Humanities Elective</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 203 – Nursing through the Lifespan III</td>
<td>4</td>
<td>-</td>
<td>2</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>NUR 204 – Role Transition for the Registered Nurse (Preceptor 3:1)</td>
<td>2</td>
<td>-</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>-</td>
<td>4</td>
<td>13</td>
<td>21</td>
</tr>
</tbody>
</table>

* *BIO103: Principles of Biology* is a prerequisite to BIO201 and **MUST** be completed prior to the start of the program.

*All developmental coursework as identified by the COMPASS Test should be completed as a prerequisite to BIO103 or student may also achieve appropriate mathematics placement score.

**Program Totals:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Nursing Hours:</td>
<td>30</td>
</tr>
<tr>
<td>Nursing Hours:</td>
<td>42</td>
</tr>
<tr>
<td>Total Credit Hours:</td>
<td>72</td>
</tr>
</tbody>
</table>

**Note:**

All non-nursing courses must be completed during the semester they are designated to be completed, as shown in the curriculum above.
LPN to ADN Mobility Program

PREREQUISITE COURSES

Completion of prerequisite courses necessary to enter the program (all of these courses MUST be completed prior to the published deadline), as follows:

- 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
- MTH 100 – College Algebra or higher: 3 credit hours

First Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 200 – Nursing Career Mobility Assessment</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

*NUR 200: This course must be taken in spring semester before the start of the program in Term II (it does not need to be completed before the application deadline). This course can only be taken after conditional acceptance has been granted. Students may be exempt from this course ONLY if they have graduated within the Alabama Community College system within 2 years of the published application deadline.

Second Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 200 – General Psychology</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
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<tr>
<td>BIO 220 – Microbiology</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>NUR 201 – Nursing Through the Lifespan I</td>
<td>3</td>
<td>-</td>
<td>2</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>12</td>
<td>18</td>
</tr>
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</table>

Third Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 106, or 107 - Speech</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 – Human Growth and Development</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
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<tr>
<td>NUR 202 – Nursing through the Lifespan II</td>
<td>3</td>
<td>-</td>
<td>3</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>-</td>
<td>3</td>
<td>12</td>
<td>18</td>
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Fourth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>MUS, ART, LIT, PHL, etc – Humanities Elective</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
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<tr>
<td>NUR 203 – Nursing Through the Lifespan III</td>
<td>6</td>
<td>-</td>
<td>2</td>
<td>6</td>
<td>10</td>
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<tr>
<td>NUR 204 – Role Transition for the Registered Nurse (Preceptor 3:1)</td>
<td>4</td>
<td>-</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>13</td>
<td>-</td>
<td>4</td>
<td>13</td>
<td>21</td>
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Program Totals:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Prerequisite Hours</td>
<td>14</td>
</tr>
<tr>
<td>NUR 200</td>
<td>6</td>
</tr>
<tr>
<td>Non-Traditional Hours</td>
<td>15</td>
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<tr>
<td>Non-Nursing Hours:</td>
<td>16</td>
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<tr>
<td>Nursing Hours:</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

*Note:* All non-nursing courses must be completed during the semester they are designated to be completed, as shown in the curriculum above.
GENERAL INFORMATION

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

All student organizations are approved by the President and the Dean of Students and Administrative Services. CVCC provides a wide array of student activities and includes the Student Government Association, Alumni Association, Athletics, Intramural Sports Clubs, Math and Science Club, Music, and Phi Theta Kappa. Faculty members are flexible with students’ class and clinical schedules when absence is due to attendance at state or national meetings or competitions.

Students may also elect to participate in the Student Nurses Organization. This organization exists at the discretion and participation of the student nurses. A nursing faculty member serves as an advisor for this organization. Students interested in participating in this organization should contact a nursing faculty member.

Use of Tobacco Products
CVCC is a smoke-free campus. The use of tobacco products is prohibited on campus. Smoking is also prohibited at all clinical agencies.

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

Cell Phones
Cell phones must be turned on silent or vibrate during class time. Students are not allowed to use cell phones during class time. Faculty reserves the right to ask students to deposit cell phones at the front of the room prior to class. If a student has an extenuating circumstance in which they expect a call during class time, then it is the student’s responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. If this situation occurs during a test, the student should make arrangements with the faculty member to answer the call. At no time should a student have a cell phone on the desk or in use in the class or at clinical. Taking a picture, recording videos and/or conversations during class or clinical is considered a violation of student (FERPA) or patient (HIPPA) privacy and is subject to appropriate disciplinary action.

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

To prevent computer viruses from being transmitted through the College’s email/internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals. All messages, created, sent, or retrieved over the College’s email/internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/internet system.

The College internet and email access may not be used for any illegal purpose. College resources may not be used for transmitting, retrieving, or storing any communications of a discriminatory, or harassing nature, or materials that are obscene or pornographic in nature.

Users who abuse the privilege of College internet and email will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any illegal violations.

Calculators/Tape Recorders/Electronic Devices
The policy regarding use of calculators, tape recorders and/or any other electronic devices varies with each course. See individual course syllabi for course policy. Use of personal electronic devices and/or smart phones is not permitted during testing at any time.

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

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

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

**PLAGIARISM**
- a. Directly quoting the words of others without using quotation marks or indented format to identify them;
- b. Using information (published or unpublished) without identifying the source;
c. Paraphrasing materials or ideas without identifying the source;
d. Unacknowledged use of materials prepared by another person or agency engaged in the
selling of term papers or other academic material.

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

1. Be required to retake an examination, or resubmit an assignment;
2. Receive an “F” on the given exam or assignment; or
3. Receive an “F” for the course.

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

Chain of Command
Should a problem arise during the semester, you should strive to solve it with the instructor or
student involved. If a resolution is not reached or the student is dissatisfied, the student should
consult the Chairperson of Health Sciences. If no satisfaction is obtained with the Chairperson
of Health Sciences, the student should consult the Chief Academic Officer. The formal due
process procedure may be obtained from the Chief Academic Officer. You should, at all times,
follow the Chain of Command.

Students Access to Instructors
Students will be able to meet with their instructors during designated office hours/tutoring hours.
Office hours are published in individual course syllabi and posted outside the faculty members’
door each semester and/or on the Health Sciences bulletin board located outside of the main
office door. If a meeting during office hours is not possible, the student should schedule an
appointment with the instructor. **Students must schedule appointments with faculty at a time
that is mutually convenient for both the student and faculty.** Appointments should be kept by
both parties; if circumstances prevent this; the person unable to make the appointment should
contact the other and attempt to reschedule. Other Health Sciences faculty or staff members may
attend scheduled appointments as witnesses and/or mediators.

Students should use faculty members’ office phones; CVCC email; or Blackboard to make
contact with the instructor. Students should not utilize personal faculty emails; social media or
cell phones to contact the faculty member. Students and faculty are encouraged to utilize Pirate
mail (CVCC email) for all official means of communication involving their academic work.
**Faculty members are not obligated to respond to any student contact outside of the typical
CVCC communication channels or posted office hours.** Such contact is at the discretion of the
faculty member.
Visitors
Students may not have visitors in class. Should a spouse or significant other need to reach a student, please have them report to the Health Sciences Office or to the CVCC Office of Administration. According to CVCC policy, minor children are not permitted in classrooms or laboratories at any time.

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

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

CLASSROOM INFORMATION

Course Evaluation

All nursing courses utilize a 1000 point grading scale. The following grading policy is in effect for all Nursing coursework:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 – 1000</td>
<td>A</td>
</tr>
<tr>
<td>800 – 899</td>
<td>B</td>
</tr>
<tr>
<td>750 – 799</td>
<td>C</td>
</tr>
<tr>
<td>600 – 749</td>
<td>D</td>
</tr>
<tr>
<td>Below 600</td>
<td>F</td>
</tr>
</tbody>
</table>

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

All test grades will be recorded in tenths only without rounding. 

Example: A student scores 78.67 on Unit Test #1. This grade will be recorded as 78.6.

Grades will only be rounded at the end of each semester. Any number greater than or equal to 0.5 will round up to the next whole number.

Example 1: A student earns a total of 799.4 points at the end of the term will earn a “C” for the semester.
Example 2: A student earns a total of 749.5 points at the end of the term will earn a “C” for the semester.

If a student receives a total of three documented clinical ‘U’s’ in one course this will result in a clinical failure and a grade of ‘F’ for the course. If a student receives one documented clinical ‘U’ for patient safety this will result in a grade of ‘F’ for the course. Students who have a clinical failure due to three documented clinical ‘U’s’ must follow appropriate re-admission procedures and demonstrate competency before being allowed to return. Students who have one documented clinical ‘U’ for patient safety will not be allowed reinstatement into the nursing program and must reapply as a new student.

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

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

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

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the College Catalog.
In the event of **extenuating circumstances** necessitating absence from class, clinical or other work assignments, it is the responsibility of the student to contact the instructor within 24 hours to discuss missed time and potential make up requirements. Extenuating circumstances are defined as:

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

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

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

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

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

Any class time missed, regardless of cause, reduces the student’s opportunity for academic success. When a student is absent, the student is responsible for all announcements, content covered in class and for any assignments.
When reporting an absence or tardy for class, one student MAY NOT bear the message for the student who is absent or tardy.

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

The Course Syllabus contains the course objectives, each of which must be achieved to pass the course; student learning outcomes; the requirements of the course; and the evaluation methods. The student should be certain to fully understand the expectations of the course. If you have questions or need clarification, make an appointment with the faculty member.

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

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

Unsanctioned talking, eating, sleeping, and reading unrelated material during class will be considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the faculty member and/or the Health Sciences Chairperson before being allowed to return to class.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Faculty members may close the door and not allow students to enter a class until a class break at their discretion.

Students should follow the guidelines of the course as outlined by the instructor, complete all assignments and prepare for class to master the information and skill being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of study time is 2 hours per day for each hour of class. Extra-curricular activities, including jobs, should not affect teachers’ expectations or interfere with students’ preparation for classes.

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

Test results will not be reviewed except immediately after the test is given or as scheduled by the faculty member. Students will not be allowed to review tests at the end of the semester for the purposes of challenging a test question in order to obtain points. Students who wish to challenge a test question must do so within 24 hours from the end of the test administration. Students who challenge test questions must do so in writing with documentation as to the reason for the challenge. Students should follow the chain of command.

Nationally-normed computerized exams will be monitored. Students will need to arrive at the computer lab at the designated time. No food or drinks are allowed in the lab. Students will not be allowed to bring anything into the room except a pencil and a basic calculator. If paper is needed, faculty will supply you with a blank sheet that must be signed and returned at the end of the testing period. Students will be asked to deposit all personal belongings, including cell phones, purses, book bags, calculators, and food or water items at the front of the classroom during nationally-normed computerized exams in order to simulate the NCLEX experience. No other programs or internet applications should be open on the task bar or used during these exams. Students may not check email, surf the web, or go to other websites during any test. In the event a student must use the restroom during an exam, the student will not be permitted to take any electronic devices into the restroom. In the event a student must use the restroom during an exam, the student will not receive extra time to finish the exam after using the restroom. Once testing is complete, the student will exit the computer lab and will not be permitted re-entry unless approved by the instructor. Any violation in this policy will result in the student being referred to the Chief Academic Officer for academic misconduct as outlined in the College Catalog and Student Handbook.

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

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

**CLINICAL INFORMATION**

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

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

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

Satisfactory (S) = at least 75% of the clinical objectives in each of the separate roles 
are satisfactory.

Needs Improvement (NI) = Clinical behavior and/or work is safe but does not meet all aspects of the 
performance described in the behavior or performance is inconsistent. When a NI is awarded, the student is given specific criteria required to 
convert the NI to a S.

Unsatisfactory (U) = less than 75% of the clinical objectives are satisfactory in any one 
role and/or omission/commission of a critical behavior.

If a student receives a total of three documented clinical ‘U’s’ in one course this will result 
in a clinical failure and a grade of ‘F’ for the course. If a student receives one documented 
clinical ‘U’ for patient safety this will result in a grade of ‘F’ for the course. Students who 
have a clinical failure due to three documented clinical ‘U’s’ must follow appropriate re- 
admission procedures and demonstrate competency before being allowed to return. 
Students who have one documented clinical unsatisfactory for patient safety will not be 
allowed reinstatement into the nursing program and must reapply as a new student.

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

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

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

_Students should not work a night shift (11pm-7am or 7pm-7am) and attend a 7am clinical. This may result in clinical unsatisfactory and/or failure. Students must be able to deliver safe care._

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

Clinical Paperwork
Requirements for satisfactory completion of clinical paperwork vary with each nursing course. See individual course syllabi for requirements. Clinical paperwork is to be submitted on the due date. Paperwork that is not submitted by the due date may be considered unsatisfactory at the discretion of the instructor.

Clinical Attendance/Tardy Policy
All simulation lab and clinical experiences are considered clinical. The student assumes all responsibility for punctual and regular clinical attendance.

_Students are expected to attend ALL clinical rotations required for each course._ If more than one (1) day of clinical is missed, this is a clinical failure. Failure to meet this standard will result in failure of essential criteria and, therefore, the course. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs. _Clinical make-up days are not guaranteed._

When it is impossible for the student to attend a clinical experience, it is the student’s responsibility to call the Health Sciences Department at 334-291-4925 no later than 30-60 minutes prior to the beginning of the clinical experience. No matter the day of the week or time of day, leave a voice mail message including your name and a detailed message. Failure to notify the Health Sciences Department will result in a clinical unsatisfactory for no call/no show.

Tardiness in clinical in excess of 15 minutes is not acceptable. Any student tardy in excess of 15 minutes will be sent home and counted as absent. If you believe you will be later than 15 minutes, it is the responsibility of the student to notify the clinical instructor that you will be absent. Chronic tardiness is not tolerated. Students who are tardy more than once will receive an unsatisfactory for the clinical day.
In the event of **extenuating circumstances** necessitating absence from class, clinical or other work assignments, it is the responsibility of the student to contact the instructor within 24 hours to discuss missed time and potential make up requirements. Extenuating circumstances are defined as:

- Documented student illness or hospitalization. Documentation must be submitted on hospital or physician letterhead with appropriate original signature. PRESCRIPTION No photocopies or duplicates accepted. Photographs are not acceptable documentation. Documentation should include the student’s name, dates of illness or hospitalization and a statement safely releasing the student back to class and/or clinical.
- Serious family emergency involving an immediate family member. Documentation may be requested as defined above.
- Documented motor vehicle accident involving student. Documentation must be submitted from law enforcement in the form of an original or original duplicate to include the student’s name and date of incident.
- Bereavement due to death of an immediate family member. Immediate family member is defined as parents, spouse, child, sibling, grandparents or cohabitating/life partners. All other situations of bereavement will be considered per individual by the instructor or Chairperson of Health Sciences.
- Jury duty.

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

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

**Uniform Guidelines**

All students are expected to abide by the uniform guidelines as outlined below. The clinical uniform will be worn to all clinical rotations and SimLab. The casual uniform will be worn to all laboratory experiences and to community events as defined by individual instructors.

**Women**  
*Clinical Uniform:* Navy slacks with navy blue top, gold sleeve stripes, school patch on left upper sleeve.  
*Casual Uniform:* CVCC Nursing polo shirt or designated t-shirt with khaki pants as directed by instructor.

All uniforms should be clean and wrinkle-free. A solid white or navy crew neck undershirt with short or long sleeves is permitted under scrub top. Dress/skirt length should be no shorter than the top of knee. Tight knit, stretch, or sweat pants are unacceptable. White crew or knee socks may be worn with pantsuits and white pantyhose should be worn with skirts or dress style uniforms.
Men

Clinical Uniform: Navy slacks with navy blue top, gold sleeve stripes, school patch on left upper sleeve. Casual Uniform: CVCC Nursing polo shirt or designated t-shirt with khaki pants as directed by instructor. Clean and wrinkle-free. A solid white or navy crew neck undershirt with short or long sleeves is permitted under scrub top. White crew or knee socks.

Lab Coats

All students are required to have a lab coat with buttons or snaps down the front. School patch on left upper sleeve. Use of lab coats when off the assigned unit is required.

Shoes

Shoes should be clean and predominantly white with closed toe and closed heel preferred. No canvas, mesh or air vents. No flip-flops or clog type shoes are permitted. No open toes or open heels. Uniform shoes should be used for wear at the clinical site only.

Jewelry

Only wedding bands are permitted. One pair of plain, non-dangling stud earrings in pierced earlobes is permitted. No other visible body piercings including ear cartilage, eyebrows, nose, lips, or tongue will be permitted. No visible skin-punch jewelry will be permitted. A watch with a second hand is required.

Make-up/Perfume

Perfume or cologne shall not be worn in the clinical area. Make-up in moderation. False eyelashes are not permitted while in uniform.

Hair

Hair must be clean and confined so as not to interfere with patient care. Hair should not obscure vision or fall into the field of care. Hair must be kept off the shoulders and collar. Male students should have clean shaven faces and any facial hair should be short and neatly trimmed. Hair color must be naturally occurring to humans and style should be within accepted societal norms.

Nails

Fingernails should be kept clean. Fingernails should not extend beyond the ends of the fingers. Nail polish is not permitted. No artificial nails or nail tips.

Personal

Students are expected to maintain necessary personal hygiene including regular bathing, shampooing of hair and use of deodorant. Underclothing (including underwear, bras, and t-shirts) must be worn and should be white or neutral skin-tone, solid in color and not visible through the uniform.

ID Badge

An official, unexpired CVCC name tag is to be worn on the left side of the chest at all times while in the clinical agency. A student who presents to the clinical agency without a name tag will be sent home for the day and
will be counted absent. ID Badges must also be worn during skills and SimLab.

**Tattoos**
Large tattoos or tattoos with offensive language must be covered in the clinical setting. Clinical instructors or clinical sites reserve the right to ask students to cover tattoos.

**Other**
All students should have a stethoscope, a functioning pen light, bandage scissors, a watch with a second hand, and a black ballpoint pen during clinical.

Uniform policies and/or dress codes for the clinical agency prevail over Nursing Department codes when the clinical agency code is more stringent. Failure to abide by the dress code may result in appropriate disciplinary action.

**Malpractice Insurance**
Each student must maintain current malpractice insurance throughout enrollment in the Nursing Programs at CVCC, including semesters without a clinical component. The malpractice insurance is purchased through CVCC during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately $10 per semester for coverage at the $1,000,000/$3,000,000 level. Payment of malpractice is included in your fees.

**Nursing Student Licensure**
All students enrolled in the mobility program are required to submit and maintain current unencumbered licensure in the State of Alabama for practical nursing.

**CPR Certification**
All nursing students are required to be certified as a Healthcare Provider in basic cardiopulmonary resuscitation (CPR) by the American Heart Association. Certification must be maintained while enrolled in the program. CPR is current for two years from the date of issue and must remain current throughout the semester enrolled. It is the responsibility of the student to maintain current CPR certification. In the event that a CPR card expires, the student will not be permitted into the clinical site which could result in failure of the course and non-progression within the program. Red Cross CPR certification is NOT accepted by the clinical agencies.

**Example:**

![CPR Certification Card](image)
Clinical Skills and Simulation Lab Policy
CVCC provides students with learning experiences in clinical skills and simulation labs. These labs provide an active learning environment that allows students to practice and develop skills through hands-on experience using a variety of instructional support methods and resources. Students will be required to participate in clinical skills and simulation labs as outlined by individual course syllabi.

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

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

Students will be required to wear closed toe shoes and ID badge during all lab and simulation lab.

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

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

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

Confidentiality/HIPAA
Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information
must be kept confidential whether electronic, paper, or oral. HIPAA violations will be considered a severe offense and therefore consequences will be severe.

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

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

- If a student negligently violates HIPAA, this will result in a reprimand and counseling by the instructor.
- If a student repeats a HIPAA violation, this will result in the student receiving written reprimand which will be placed in the student’s file and the student will be placed on probation during the remainder of their program of study in nursing.
- Any intentional violation of HIPAA will result in the student being academically withdrawn from nursing courses and the student will need to go through the re-admission process according to policy. This offense will stay in the student’s permanent file. Readmission is not guaranteed and will be considered on a space available basis.
- Any intentional and malicious violation of HIPAA will result in the student being academically withdrawn from all courses without the option of returning to the nursing program or any other program of the Health Sciences division of CVCC.

Below are some general guidelines for students about confidentiality:

- Students should not discuss patient information with anyone except for clinical personnel and those in the nursing program who are involved in your education program and adhere to the same standards of confidentiality (e.g., faculty, graduate colleagues).
- Under no circumstance shall any part of a patient record leave the clinical agency in any form.
- Students should never save patient sensitive information, with identifying information, on their computers or other electronic devices.
- E-mail correspondence with faculty should be treated confidentially and should not include patient identifying information.
- All documentation related to patients must be treated as a legal document and confidentiality respected and maintained.
- Client names or other identifying information (including initials, medical record numbers or other identifying numbers) should not be included in clinical paperwork, case presentations, or on notes.
- **Photocopying or printing patient information from computers is NOT permitted in any clinical setting.**
Use of Social Media
The use of social media and other forms of electronic communications is increasing exponentially in today’s society. Use of social media can be detrimental to patient care and safety, as well as to the development and maintenance of a strong patient care team. Students are advised to use social media cautiously and avoid disclosing any information which could be considered confidential patient information. Any disclosure, intentional or unintentional, of information which can lead to the identification of a patient will result in appropriate disciplinary actions as a violation of HIPPA. Students are advised not to make disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals. Any remarks, intentional or unintentional, will be considered as unprofessional and a form of student misconduct and are subject to appropriate disciplinary actions.

The following guidelines are intended to minimize the risks of using social media, as outlined by the National Council of State Boards of Nursing (NCSBN):

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

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

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

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

- Failure of a student to notify appropriate persons of absence from scheduled learning experiences.
- Dishonesty in interactions with faculty or staff.
- Failure to adhere to required dress code.
- Unsafe practices.
- Use of inappropriate language.
- Being consistently late in fulfilling scheduled school responsibilities.
- Failure to maintain confidentiality in matters related to educational responsibilities.

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

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

**STUDENT HEALTH INFORMATION**

**Health Policy**
All students admitted to the CVCC Nursing Program are required to receive the Hepatitis B vaccine. If the student does not receive the Hepatitis B vaccine, the student must sign a waiver of declination. The Hepatitis B vaccine is a series of three injections. The student must have the first injection prior to the first term of registration in nursing courses. The second injection must be received one month after the initial vaccination; the third injection must be received six months after the first injection.

Students entering the CVCC Nursing Program must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use personal protective equipment as necessary and to use universal precautions.
In the event a nursing student is diagnosed with a communicable disease, (i.e., chicken pox, measles, flu, strep throat, conjunctivitis), the student must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will advise the student regarding attendance.

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

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

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

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week’s absence may be required to provide an original, signed medical release on physician letterhead with physician signature which verifies the following:

- That returning to routine class, lab and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
- Compliance with the Essential Functions established for the nursing program.

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

**Student Health Records**

Every student is responsible to maintain the following personal health requirements for the nursing program:

- Physical exam
- Color blind test
- PPD testing (annually during program)
- MMR
- Hepatitis B vaccine or waiver
- Influenza vaccine or waiver (each fall semester)
- Varicella (chicken pox) vaccine, titer or history
- Tetanus
- Negative Drug Screen
- Negative Criminal Background Check
- Completed Essential Functions Form
- American Heart Association Healthcare Provider CPR (every two years)
- Proof of personal health insurance (private or public)

All health records must be up-to-date prior to the first day of clinical each semester. A student will not be permitted into clinical if health records are not up-to-date. This could result in a clinical absence with the potential for non-progression in the program.

Students should keep a copy of student health items for their records. Once health records are submitted, they become property of the Health Sciences Department. **The Health Sciences Department will NOT provide copies of any student health records due to FERPA and HIPPA regulations.**

**Drug Testing**
Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies and procedures established by these agencies relative to drug screening and any subsequent revision to these policies in order to participate in clinical experiences at the agencies.

All students who enroll in the Alabama College System nursing program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama College System Drug screen policy and the Clinical agency policy for which the students are assigned clinical practice. This includes preclinical drug screening, random drug screenings and reasonable suspicion.

**PRE-CLINICAL SCREENING**
1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the program will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the
College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses. Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.

6. Positive drug screens will be confirmed by the Medical Review Officer.
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the nursing program. The student will be considered for readmission according to the criteria in Section V of this document.

RANDOM DRUG SCREENING
At any point or time during student’s enrollment, he/she may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined in Section IV Student Drug Screen Procedure will be used. The fee for the random screen will be paid by the student.

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

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

At any point or time during a student’s enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student’s behavior is noted as
suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory. The faculty is to contact the Program Director, Chair and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is “reasonable suspicion”, the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student will be immediately terminated from the program.

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

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

3. Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.

4. Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

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

CONFIDENTIALITY OF RESULTS
The Dean and/or Director of the Program will receive all test results. Confidentiality of the test results will be maintained in a locked file in the Dean and/or Director’s office. Only the Dean and/or Director and the student will have access to the results, the exception being if any legal actions occurs which require access to test results, and results requested by clinical agencies.

APPEALS PROCESS FOR POSITIVE SCREEN
1. If a student drug screen is positive, the student will contact the Program Director and/or Chair.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and/or Chair will have seven working days to respond.
5. If the student cannot reach an agreement with the Program Director and/or Chair, the student’s next step is to present documentation to the Dean of that Program. The Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student should make an appointment with the President of the College.

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

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

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

Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

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

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

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

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

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

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

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

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

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

**Confidentiality of Background Checks**

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

**Essential Functions**

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

Physical, cognitive, psychomotor, affective and effective nursing care. The applicant/student must be able to meet essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

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

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

1. **Sensory Perception**
   a. Visual
      i. Observe and discern subtle changes in physical conditions and the environment
      ii. Visualize different color spectrums and color changes
      iii. Read fine print in varying levels of light
iv. Read for prolonged periods of time
v. Read cursive writing
vi. Read at varying distances
vii. Read data/information displayed on monitors/equipment

b. Auditory
i. Interpret monitoring devices
ii. Distinguish muffled sounds heard through a stethoscope
iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
v. Effectively hear to communicate with others
c. Tactile
i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
d. Olfactory
i. Detect body odors and odors in the environment

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

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

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

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

**Student Injuries**
If a student is injured during the clinical experience (needle stick, back injury, etc.) the student is obligated to notify the clinical instructor immediately. The clinical instructor will then follow the clinical agency policy for said injury and notify the Chairperson of Health Sciences.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is strongly recommended that students have health, hospitalization and accident insurance. During clinical rotations, students are not employees of the clinical agency or the college. If injured during clinical rotations, students are not entitled, and will not receive, workman’s compensation from either the institution or the healthcare facility.
PROGRAM PROGRESSION

Registration Requirements
After admission to the nursing program at CVCC and prior to registration each semester, the student is responsible for verifying and updating as needed the following information:

- Current student malpractice insurance. Included in fees each semester
- Current annual physical form to include:
  - Physical and mental state of health
  - PPD skin test
  - Ability to meet Essential Functions
  - Current immunization status
- Current American Heart Association Healthcare Provider CPR certification

Failure to have updated information in your nursing file may result in a delay of your registration process.

Progression Policy
Please note that these policies are subject to revision by the Alabama Community College System.

In order to continue in the nursing program, the student must:
1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.
2. Unless previously completed, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum. Exceptions must be approved by the nursing program director.
3. Maintain ability to meet Essential Functions for nursing with or without reasonable accommodations.
4. Students must successfully complete the program:
   a. Within 48 months from initial semester for ADN students; or
   b. Within 24 months from initial semester for PN students and Mobility students.
5. Maintain current CPR at the health care provider level
6. If a student withdraws from, makes a D, or F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on available instructor and program resources.
7. Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, a student must:
   a. Apply for readmission to the college if not currently enrolled;
   b. Submit a letter requesting reinstatement to the nursing program Admissions and Progression Committee;
   c. Submit letter of request in a timely manner so that reinstatement would occur within one year from the term of withdrawal of failure;
   d. Demonstrate competency in all previous nursing courses successfully completed;
   e. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.
8. Reinstatement to the nursing program is not guaranteed even if a student meets all requirements for reinstatement. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
   a. Space is unavailable in the course to which the student wishes to reinstatement.  
      (Students in regular progression have enrollment priority for clinical sites.)
   b. Grade point average is less than 2.0 from courses completed at current institution.
   c. Refusal by clinical agencies to accept the student for clinical experiences.
   d. Failure to demonstrate competency in all previous nursing courses successfully completed.
   e. Over twelve months have elapsed since the student was enrolled in a nursing course.
   f. Student has been dismissed from the program.
9. A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered on attempt.
10. If a student has been dismissed from the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student has been dismissed from the mobility program, the student may apply for admission to the generic program.
11. A student who has been dismissed from a specific program (ADN/PN/Mobility) can apply for admission as a new student to any nursing program within the Alabama Community College System, provided:
   a. The student meets current entry requirements.
   b. At least two years have elapsed since the student’s dismissal from that specific program; and 
   c. The student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
12. Student dismissed from the previous program for disciplinary reasons and/or unsafe unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

Transfer Policy
Please note that these policies are subject to revision by the Alabama Community College System. The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Must meet minimum admission standards for the nursing program.
   1. Must possess a grade of C or better in all general education taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
   2. Students must successfully complete the program:
      a. Within 48 months from initial semester for ADN students or;
      b. Within 24 months from initial semester for PN and Mobility students.
   3. Must be a student in good standing and eligible to return to the previous nursing program.
   4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Administrative Withdrawal/Drop
A student may be dropped administratively from any course for

1. Failure to complete college registration properly;
2. Failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis;
3. Falsification of application and/or records such as health insurance;
4. Failure to fulfill other conditions of admissions and/or registration;
5. Failure to comply with student conduct standards;
6. Failure to attend class(es); and
7. Failure to comply with the “Standards of Practice” as established by the Alabama Board of Nursing.

Informing Students of Program Changes
Policies and procedures are communicated to students by means of the *Nursing Student Handbook*, course management system (Blackboard), the *College Catalog and Student Handbook*, and institutional website. This handbook is reviewed and revised annually to reflect current and accurate information. Each nursing student is responsible to for knowing and understanding the contents of the *Nursing Student Handbook*. Each student will be required to sign an acknowledgement form stating review, receipt and understanding of all nursing program policies and procedures. This form will be kept in the student file. Students may access and print a copy of the *Nursing Student Handbook* on the institutional website.

The *Nursing Student Handbook* is subject to change at any time. Changes in the nursing program, policies, and procedures will be announced to each class by the nursing instructors and copies describing such changes will either be distributed to each student individually; posted in nursing classrooms; or on the course management system (Blackboard). Instructors and the Chairperson of Health Sciences are available to answer questions regarding any changes. In the event of any said changes, students will be required to sign an acknowledgment form.

LICENSURE

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

**Passing a criminal background check does not ensure the ability to take a licensure exam.**
For more information visit: [http://www.abn.state.al.us/](http://www.abn.state.al.us/)

**Denial of a License**
Grounds for denial of an RN or LPN license by examination include, but are not limited to:

- Conviction of a felony.
- Conviction of a misdemeanor or felony involving moral turpitude or gross immorality.
- Conviction of state or federal law relating to controlled substances (may be misdemeanor or felony).
- Failure to show good moral character as pertaining to nursing.
- Abuse of or addiction to alcohol or other drugs.
- Being mentally incompetent.
- Unprofessional conduct.
- False representation of facts on application for licensure.

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

**Application for Licensure**
It is important for the nursing student to know about the Alabama Board of Nursing’s regulation eligibility for initial and continuing Licensure. This information may be obtained from the nursing program. The application for licensure by examination includes questions which must be answered honestly. Failure to do so could result in the applicants’ denial of licensure. You will be asked to answer yes or no to questions such as: Have you:

1. Ever been arrested or convicted of a criminal offense other than a minor traffic violation?
2. Within the last 5 years abuse drugs/alcohol or been treated for dependency to alcohol or illegal substances?
3. Ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. Ever had disciplinary action or is action pending against you by any state board of nursing?
5. Within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
6. Ever been placed on a state and/or federal abuse registry?
7. Ever been court-marshaled/disciplined or administratively discharged by the military?

If you answer “yes” to these questions, then provision of appropriate documents will be necessary before the applicant will be eligible to take the NCLEX examination. Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding Licensure. Adopted from the Deans, Directors and Chair Persons of Professional Schools of Nursing, 1985. A candidate with questions regarding this application process should call the Alabama board office for a direct response (334) 242-4060.
Hint #1: CVCC’s Website: www.cv.edu

Hint 2: Accessing Blackboard (Website: bb.cv.edu)

Q: What is my username?
R: Your first initial + last name + last 4 digits of your Student ID
    Example: George Jetson  (Student ID 2148367)
    Username Example: gjetson8367
Q: What is my password?
R: *Entire Student Identification Number*

**Password Example:** CV#2148367

**Hint #3:** Accessing CVCC Student Email
(Website: [www.cv.edu](http://www.cv.edu))

*Example - George Jetson’s Email account: gjetson8367@piratemail.cv.edu*

**Hint #4:** Accessing Student Info Using Pirate Web
Using Blackboard
Instructions for Students

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

- **How to retrieve your Student ID #:**
  - Log into the *Student Information System* under the *Online Services* link.
  - You can use your Social Security Number to retrieve your Student ID #
  - Login and go to the “View My Information” link and your Student ID # will be displayed in the information column

- **Logging on to Online Services:**
  - **User ID**: Social Security # (without hyphenation)
  - **PIN #**: Date of birth with two digit year
    - *EXAMPLE*: SS#: 123-45-6789/DOB: January 22, 1989
      - **User ID**: 123456789
      - **Password**: 012289

- **Accessing Blackboard and Email:**
  - [http://bb.cv.edu](http://bb.cv.edu)
  - [http://studentmail.cv.edu](http://studentmail.cv.edu)
  - **User ID** = First Initial + Last 4 digits of STUDENT ID #
  - **Password** = Entire Student ID number
    - *EXAMPLE*: Name: John Doe/Student ID#: 1234567
      - **User ID**: jdoe4567
      - **Password**: 1234567

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

Instructions for Students:

1. Log on to www.clinicalbackgrounds.com and submit your personal information and payment. The cost will be $100.00, which will cover one criminal background check and one drug screening (Master Card and Visa Accepted). You will pay for your random drug screening when you are selected.

2. Make sure you choose your appropriate program (LPN, ADN, ADN-MOBILITY)

3. You will be emailed a receipt showing where you paid. You MUST turn in this receipt with all other health information that will be submitted.

4. Take your chain of custody drug screening form to one of the Lab Corp locations. Some local locations are listed below, a full list of Lab Corp locations can be found on-line at www.labcorp.com or by calling 1-800-845-6167. A carbon copy of your drug test MUST BE turned in with all other health documents that will be submitted.

PLEASE NOTE:
PROCESSING OF YOUR BACKGROUND AND DRUG SCREEN WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED FOR THESE SERVICES.

Lab Corp Locations

<table>
<thead>
<tr>
<th>1920 WARM SPRINGS RD</th>
<th>1123 E LAMAR ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMBUS, GA 31904</td>
<td>AMERICUS, GA 31709</td>
</tr>
<tr>
<td>Phone: 706-322-4253</td>
<td>Phone: 229-931-9843</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>223 W COLLEGE ST STE A</th>
<th>347 SAINT LUKES DR</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRIFFIN, GA 30224</td>
<td>MONTGOMERY, AL 36117</td>
</tr>
<tr>
<td>Phone: 770-467-8585</td>
<td>Phone: 334-272-1522</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>507 W 3RD AVE STE B</th>
<th>550 PEACHTREE ST NE STE 1650</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALBANY, GA 31701</td>
<td>ATLANTA, GA 30308</td>
</tr>
<tr>
<td>Phone: 229-446-6400</td>
<td>Phone: 404-523-5722</td>
</tr>
</tbody>
</table>

Once you have submitted your personal information, payment on-line and have completed your drug screen, your educational institution will be notified of your status by the hospital for which you are completing your clinical rotations at.

If you have any questions, please call:
Matt Samson, Employment Manager
Columbus Regional Hospital
Phone: 706-660-6414
E-mail: matt.samson@crhs.net
Acknowledgement of Drug Screen Requirement and Criminal Background Check

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

By signing this document, I am indicating that I have read, understand and voluntarily agree to the requirement to submit to a drug screen before the first clinical and randomly throughout the program.

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

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

I understand that prior to registering for NUR 102, NUR 103, and/or NUR 104 I must submit and pay for a criminal background check to be performed by the recommended agency of the college. I further understand that if I fail to achieve an accept for the criminal background check at any time during the program, I will be unable to participate in the Health Science Program at Chattahoochee Valley Community College.

_________________________  _________________________  _________________________
Signature    Printed Name   Date

_________________________
Program of Study

Printed Student Name ___________________________  Program ______________
Student Acknowledgement Form

**Policies.** I have read the policies set forth in the “Chattahoochee Valley Community College Nursing Student Handbook.” I understand that my initials by each policy and signature at the bottom of this page indicate that I have read, understand, and agree to abide by each of the policies (listed below). In addition, my initials by each individual policy provide documentation that I have been informed and understand the consequences of not following each of the policies (listed below) which are required to participate in the nursing program at Chattahoochee Valley Community College.

- ☐ ____ Legal limitations of licensure
- ☐ ____ Simulation lab procedures for debriefing and videotaping
- ☐ ____ Potential Health and Safety Hazards
- ☐ ____ HIPAA policy
- ☐ ____ Clinical requirements for clinical rotations required for registration
- ☐ ____ Clinical rotations
- ☐ ____ Class and clinical absentee policy
- ☐ ____ Use of Social Media
- ☐ ____ Essential Functions
- ☐ ____ Release of Criminal Background checks and drug screens
- ☐ ____ Drug Screening procedures
- ☐ ____ Final grade appeal
- ☐ ____ Chain of Command
- ☐ ____ Formal due Process Policy
- ☐ ____ Academic Honesty/Integrity/Cheating
- ☐ ____ Skills lab policy
- ☐ ____ Release of clinical information such as criminal background checks, drug screens, lab tests, and health forms to clinical agencies as required for you to participate in clinical rotations
- ☐ ____ Acceptability for clinical rotations is determined by clinical agencies
☐ **Potential Health and/or Safety Hazards.**
I understand that the nature of a nursing education is such that I may be exposed to potential health and/or safety hazards while participating in clinical rotations. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Chattahoochee Valley Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman’s compensation benefits.

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

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

☐ **Release of Information.**
I give Chattahoochee Valley Community College permission to release information regarding my academic and clinical performance to clinical agencies, including those with whom I apply for employment. I also give permission for required clinical documentation such as but not limited to the following: immunizations, TB skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.

___________________________  ________________________________
Student’s signature  Date
Statement of Disclaimer

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

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