



Wallace State Community College  
Department of Nursing Education

**Student Handbook**  
2025 – 2026



**NLN Center of  
Excellence in  
Nursing Education**

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## **Introduction**

The purpose of this handbook is to acquaint you with the Wallace State Community College (WSCC) Department of Nursing Education (DNE). It outlines the policies, standards, and regulations by which you must abide as a nursing student. It defines your rights and responsibilities as a student as well as those of the faculty and staff.

The student handbook supports the policies of WSCC as stated in the college catalog in addition to informing students of policies specific to the DNE. Students in the DNE are responsible for observing all rules and regulations as stated in this handbook.

It is the official policy of WSCC that no person shall, on the basis of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity or employment.

The faculty believes that students should receive consistent and equitable treatment throughout the nursing program. This handbook seeks to ensure such treatment.

Any revisions or addendums to this handbook will be publicized for students and will become effective at the time of posting.

## **Accrediting and Governing Agencies**

The Associate Degree Nursing Program and Practical Nursing Program at Wallace State Community College are accredited by the Accreditation Commission for Education in Nursing (ACEN):

Accreditation Commission for Education in Nursing 3390  
Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
[www.acenursing.org](http://www.acenursing.org) (404)  
975-5000

The Associate Degree Nursing Program and Practical Nursing Program at Wallace State Community College are approved by the Alabama Board of Nursing (ABN):

Alabama Board of Nursing  
P. O. Box 303900  
Montgomery, AL 36130-3900  
[www.abn.alabama.gov](http://www.abn.alabama.gov)  
1-800-656-5318

## **Mission Statement**

The mission of the Wallace State Department of Nursing is to promote standards of excellence in nursing education through student-centered learning while emphasizing integrity, compassion, resourcefulness, and diversity. The Department of Nursing Education will inspire a culture of possibility and produce graduates who are dedicated and exceptional healthcare providers committed to transforming the lives of patients, families, and the community.

## **Vision Statement**

The Wallace State Community College Department of Nursing Education will be an internationally recognized center of excellence in nursing education. The Wallace State Community College Department of Nursing Education will produce the next generation of nurses empowered and focused on innovative responses to address the challenges of a rapidly changing and culturally diverse healthcare environment.

## **Policy Notice**

All policies outlined within this handbook apply both to the Practical Nursing Certificate Program and the Associate Degree Program, also identified as the Traditional Pathway.

## **Alabama Board of Nursing (ABN) Requirements**

The Alabama Nurse Practice Act is the legislation which governs the practice of nursing. There are certain ethical standards which cannot be breached by either students or practicing nurses. The following excerpt is from the Nurse Practice Act and provides the foundation for certain professional objectives to which students and practitioners of nursing are held accountable.

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse. Failure to comply may be cause for permanent dismissal from the program in nursing or denial of license to practice as a nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

The Alabama Board of Nursing may deem any of the following to be grounds for denial or revocation of a license to practice nursing: (a) False representation of facts on the application for licensure (b) the use of drugs or substances to the extent that the nurse is in need of medical/psychiatric care (c) is guilty of unprofessional conduct which may defraud, deceive or injure the public, including but not limited to performing acts beyond the nursing scope of practice, misappropriating drugs, supplies, or equipment of the patient or employer, practicing under the influence of narcotic drugs, alcohol or other judgment impairing substances, gross negligence in nursing practice, willful harassment or abandonment of a patient, having a nursing license denied, revoked, suspended or put on probation from another state or having been court-marshaled by any branch of the United States Military, or having been convicted of a federal or state law relating to controlled substances.

*Adapted from the Alabama Board of Nursing Administrative Code, 2010.*

Students must be aware of the regulatory functions of the Alabama Board of Nursing (ABN). Graduation from an approved school of nursing such as WSCC allows the student to apply to write the licensure examination (NCLEX-RN/PN). Approval to write the examination is conferred or denied by the ABN after review of the graduate's application.

It is important for prospective nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. Refer to the Nurse Practice Act and the Alabama Administrative Code located on the Alabama Board of Nursing website (<https://abn.alabama.gov/>).

### **Omnibus Reconciliation Act**

The Omnibus Reconciliation Act is legislation which pertains to any health care agency which receives Medicare/Medicaid funding. As part of this legislation, the Abusive Caregiver List is maintained by the State Department of Public Health in order to preserve the safety of patients in health care agencies. If your name is in the Abusive Caregiver List then you are ineligible to provide care in any of these agencies. This may severely limit your assignment as a student, which can result in an inability to meet course objectives and/or a decision by the ABN that the graduate is ineligible to write the NCLEX-RN or NCLEX-PN.

## Alabama Community College System Nursing Program Mission/Philosophy 2016

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

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

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

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

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

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

**Patient-Centered Care** – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs. (QSEN def)

**Nursing Judgment**- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

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

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

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

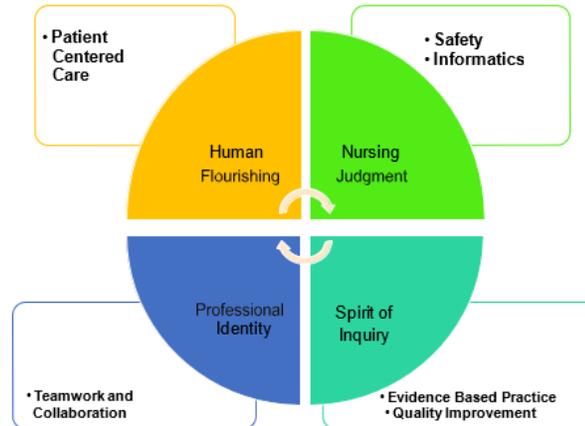
**Teamwork and Collaboration** – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

**Spirit of Inquiry**- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

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

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

## Alabama Community College System Conceptual Framework



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

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

### Nursing Program Outcomes

#### Practical Nursing

1. Performance on Licensure Exam – the most recent annual licensure examination pass rate will be at least 80% for all first-time test takers and repeaters during the year.
2. Program Completion – at least 50% of the students admitted will graduate on time beginning with the first nursing course and ending with the third semester courses at which time they will earn a practical nursing certificate.
3. Job Placement – at least 30% of the graduates responding will report employment within one year in a position for which the program prepared them. At least 80% of the graduates responding who are not employed in nursing one year after graduation will be pursuing another degree in nursing.

#### Associate Degree Nursing

1. Performance on Licensure Exam - the most recent annual licensure examination pass rate will be at least 80% for all first-time test takers and repeaters during the year.
2. Program Completion – at least 60% of the students beginning with NUR 209 or NUR 211 will graduate on time with an associate degree in applied science.
3. Job Placement – at least 80% of the graduates responding will report employment within one year in a position for which the program prepared them.

(Updated 04.2025)

**ACCS Concept Based Curriculum  
End-of-Program Student Learning Outcomes/Graduate Competencies**

Practical Nursing End-of-Program Student Learning Outcomes	
NLN: Human Flourishing	Promote the dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care. (NLN, 2014).
QSEN: Patient Centered Care	Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).
NLN: Nursing Judgment	Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team. (NLN, 2014).
QSEN: Safety	Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).
QSEN: Informatics	Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).
NLN: Professional Identity	Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).
QSEN: Teamwork and Collaboration	Function competently within own scope of practice as a member of the healthcare team (QSEN, 2012).
NLN: Spirit of Inquiry	By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).
QSEN: Quality Improvement	Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).
QSEN: Evidence-Based Practice	Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).

Associate Degree Nursing End-of-Program Student Learning Outcomes	
NLN: Human Flourishing	Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).
QSEN: Patient Centered Care	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).
NLN: Nursing Judgment	Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).
QSEN: Safety	Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).
QSEN: Informatics	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).
NLN: Professional Identity	Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).
QSEN: Teamwork and Collaboration	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).
NLN: Spirit of Inquiry	Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).
QSEN: Quality Improvement	Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).
QSEN: Evidence-Based Practice	Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

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## Traditional Nursing Curriculum

Course			Theory	Lab	Clinica	Credit	Contact
BIO 201	Human Anatomy and Physiology I		3	1	0	4	5
MTH 100	Intermediate College Algebra		3	0	0	3	3
ORI 110*	Freshman Seminar		1	0	0	1	1
NUR 112	Fundamental Concepts of Nursing		4	2	1	7	13
<b>First Term</b>			<b>11</b>	<b>3</b>	<b>1</b>	<b>15</b>	<b>22</b>
ENG 101	English Composition I		3	0	0	3	3
BIO 202	Human Anatomy and Physiology II		3	1	0	4	5
PSY 210	Human Growth and Development		3	0	0	3	3
NUR 113	Nursing Concepts I		4	1	3	8	16
<b>Second Term</b>			<b>13</b>	<b>2</b>	<b>3</b>	<b>18</b>	<b>27</b>
SPH 106	Fundamentals of Oral Communication		3	0	0	3	3
NUR 114**	Nursing Concepts II		5	0	3	8	14
NUR 115**	Evidence Based Clinical Reasoning		1	0	1	2	4
<b>Third Term</b>			<b>9</b>	<b>0</b>	<b>4</b>	<b>13</b>	<b>21</b>
BIO 220	General Microbiology		2	2	0	4	6
NUR 211	Advanced Nursing Concepts		4	0	3	7	13
<b>Fourth Term</b>			<b>6</b>	<b>2</b>	<b>3</b>	<b>11</b>	<b>19</b>
HUM	Humanities Elective		3	0	0	3	3
NUR 221	Advanced Evidence Based Clinical Reasoning		3	0	4	7	15
<b>Fifth Term</b>			<b>6</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>18</b>

\*Students exempt from enrolling in ORI 110 are transfer students who have completed 12 transferable semester hours, personal enrichment students. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.

\*\*Students are permitted to split NUR 114 and NUR 115 over two semesters.

### ADN Program Totals:

Total Credit Hours: 67  
 Total Contact Hours: 1605 (107 hrs x 15 weeks)  
 General Education Hours: 28 (41.8%)  
 Nursing Hours: 39 (58.2%)

### PN Program Totals:

Total Credit Hours: 46  
 Total Contact Hours: 1050 (70 hrs x 15 weeks)  
 General Education Hours: 21 (45.7%)  
 Nursing Hours: 25 (54.3%)

<b>Nursing courses offered in the following semesters:</b>	<b>SPRING</b>	112, 113, 211, 221
	<b>SUMMER</b>	113, 114, 115, 221
	<b>FALL</b>	112, 114, 115, 211

<b>Courses offered at Oneonta Instructional Site and Evening</b>	<b>112 (Fall only), 113 (Spring only), 114 (Summer only), 115 (Summer only)</b>
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### Applicant must also meet the following admission criteria:

- Unconditional admission to the college – College application must be submitted by the program application deadline.
- Student must be in good standing with the college.
- Receipt of complete nursing applications accepted between March 15 and May 15 for fall entry or between July 1 and October 1 for spring entry. Applications received after the deadline will be considered on a space available basis.
- The online application and instructions are located at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) under the Application tab.
- Any courses in progress must be completed before the application deadline to qualify for admission points.
- Maintain a grade of “C” or better in all general education and nursing courses.
- A minimum GPA of 2.0 cumulative at current native institution or 2.0 cumulative at institution from which student is transferring is required to be eligible to apply for the nursing program.
- A minimum GPA of 2.5 is necessary for nursing required academic courses.
- Official transcripts from all colleges attended must be provided to the Admissions Office and copies of unofficial transcripts may be submitted with application.
- A minimum GPA of 2.5 cumulative from high school is required for students without prior college courses (GED will be used if applicable).
- Student must be eligible for Math 100 – Intermediate College Algebra (higher level math accepted) and Biology 201 (A & P I) as determined by college policy during the first semester of the nursing program if not previously completed with a grade of “C” or higher.
- Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under the Resources tab.
- A minimum 18 ACT composite score (national, on-campus, residual or superscore) is required for admission consideration. Proof of score must be submitted with application.

## Mobility Program Nursing Curriculum

Course			Theory	Lab	Clinica	Credi	Contact
ORI	110*	Freshman Seminar	1	0	0	1	1
BIO	201	Human Anatomy and Physiology I	3	1	0	4	5
BIO	202	Human Anatomy and Physiology II	3	1	0	4	5
ENG	101	English	3	0	0	3	3
MTH	100	Intermediate College Algebra (Higher MTH	3	0	0	3	3
PSY	210	Human Growth and Development	3	0	0	3	3
SPH	106	Fundamentals of Oral Communication	3	0	0	3	3
<b>Prerequisite Total</b>			<b>19</b>	<b>2</b>	<b>0</b>	<b>21</b>	<b>23</b>
<b> </b>							
NUR	209	Concepts for Healthcare Transition Students	6	1	3	10	1
<b>First Term Total</b>			<b>6</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>13</b>
Upon successful completion of NUR 221 students will be awarded 15 hours of non-traditional credit.							
<b> </b>							
BIO	220	Microbiology	2	2	0	4	6
NUR	211	Advanced Nursing Concepts	4	0	3	7	13
<b>Second Term Total</b>			<b>4</b>	<b>0</b>	<b>3</b>	<b>7</b>	<b>13</b>
<b> </b>							
HUM		Humanities Elective	3	0	0	3	3
NUR	221	Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
<b>Third Term Total</b>			<b>3</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>15</b>

*\*Students exempt from enrolling in ORI 110 are transfer students who have completed 12 transferable semester hours, personal enrichment students. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.*

<b>Nursing courses offered in the following semesters:</b>	<b>SPRING</b>	211, 221
	<b>SUMMER</b>	221
	<b>FALL</b>	209, 211

### **MOBILITY Applicant must also meet the following admission criteria:**

- Unconditional admission to the college – College application must be submitted by the mobility program application deadline.
- Student must be in good standing with the college.
- Receipt of complete nursing application accepted between March 15 and May 15 for fall entry. Applications received after the deadline will be considered on a space available basis.
- The online application and instructions are located at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) under the Application tab.
- Any courses in progress must be completed before the application deadline to qualify for admission points.
- A minimum GPA of 2.0 cumulative at current native institution or 2.0 cumulative at institution from which student is transferring is required to be eligible to apply for the Mobility Nursing Program.
- A minimum GPA of 2.5 is necessary for nursing required academic courses.
- Official transcripts from all colleges attended must be provided to the Admissions Office and copies of unofficial transcripts may be submitted with application.
- Maintain a grade of “C” or better in all general education and nursing courses.
- The following general education requirements must have been successfully completed with a “C” or higher prior to application deadline for application points and if in progress, then must be completed prior to start of program: BIO 201, BIO 202, ENG 101, MTH 100, PSY 210, SPH 106.
- Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under the Resources tab.
- A minimum 18 ACT composite score (national, on-campus, residual or superscore) is required for admission consideration. Proof of score must be submitted with application.
- Applicants for the Mobility program must have been awarded an AAS Degree in a related field and are currently licensed as an Emergency Medical Services-Paramedic, Diagnostic Imaging (ARRT), Diagnostic Medical Sonographer, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapist or awarded a certificate and licensed as a Practical Nurse in the State of Alabama before application.
- Students will be ineligible to apply for NUR 209 if they have experienced a withdrawal or non-progression in any previous mobility curriculum including, but not limited to NUR 200, NUR 201 or NUR 209. Students will be eligible to apply to the traditional nursing program. Admission is not guaranteed.

**UAB/WSCC Nursing Joint Enrollment Curriculum**

<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
ORI 110* Freshman Seminar	1	0	0	1	1
BIO 103 Principles of Biology I	3	2		4	
BIO 201 Human Anatomy and Physiology I	3	1	0	4	5
BIO 202 Human Anatomy and Physiology II	3	1	0	4	5
BIO 220 Microbiology	2	2	0	4	6
ENG 101 English Composition I	3	0	0	3	3
ENG 102 English Composition II	3	0	0	3	
MTH 112 or 110 Pre-Calculus Algebra or Finite Math	3		0	3	
PSY 200 General Psychology	3		0	3	
PSY 210 Human Growth and Development	3	0	0	3	3
SPH 106 Fundamentals of Oral Communication	3	0	0	3	3
HUM Elective Humanities and Fine Arts Elective	3	0	0	3	3
CHM 104 Introduction to Inorganic Chemistry	3	1	0	4	
LIT Elective Literature Elective	3		0	3	
HIS Elective History Elective	3		0	3	
LIT or HIS Elective 2nd Course for Sequence in LIT or HIS	3		0	3	
HUM Elective or Behavioral Science Elective	3		0	3	
Fine Arts Elective Fine Arts	3		0	3	
MTH 265 or BUS 271 Elementary Statistics or Business Statistics	3		0	3	
<b>Prerequisite Total</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>
NUR 112 Fundamental Concepts of Nursing	4	2	1	7	13
NRN 401 Professional Nursing Concepts for RNs				4	
NRN 306 Joint Enrollment Success				3	
<b>First Term Total</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>14</b>	<b>13</b>
NUR 113 Nursing Concepts I	4	1	3	8	16
NRN 402 Professional Leadership Development for RNs				3	
NRN 405 Evidence-Based Nurs Pract & Informatics for RNs				3	
<b>Second Term Total</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>14</b>	<b>16</b>
NUR 114 Nursing Concepts II	5		3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	2	4	2	16
NRN 403 Systems Leadership for RNs				3	
<b>Third Term Total</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>13</b>	<b>30</b>
NUR 211 Advanced Nursing Concepts	4	0		7	13
NRN 404 Quality and Patient Safety for RNs				4	
NRN 407 Transitional Care Coord Across the Lifespan for RNs				3	
<b>Fourth Term Total</b>	<b>4</b>		<b>1</b>	<b>14</b>	<b>13</b>
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
NRN 406 Applied Patho Across the Lifespan for RNs				3	
NRN 408 Population Health for RNs				4	
<b>Fifth Term Total</b>	<b>3</b>		<b>4</b>	<b>14</b>	<b>15</b>

\*Students exempt from enrolling in ORI 110 are transfer students who have completed 12 transferable semester hours, personal enrichment students. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.

\*\*\*Students must complete either a 6 hour sequence of Area II Core literature or Area IV Core history.

## UAB/WSCC Nursing Joint Enrollment Curriculum

General Education/Nursing Pre-Requisite Credits <i>Completed at WSCC</i> .....	60
RN to BSN Credits <i>Completed at UAB</i> .....	30
Associate Degree Program Nursing Credits <i>Completed at WSCC</i> .....	39
Total Credit Hours.....	129

### ADN Program Totals:

Total Credit Hours:	67
Total Contact Hours:	1605 (107 hrs x 15 weeks)
General Education Hours:	28 (41.8%)
Nursing Hours:	39 (58.2%)

### PN Program Totals:

Total Credit Hours:	46
Total Contact Hours:	1050 (70 hrs x 15 weeks)
General Education Hours:	21 (45.7%)
Nursing Hours:	25 (54.3%)

<b>Nursing courses offered in the following semesters:</b>	<b>SPRING</b>	112, 113, 211, 221 / 401, 402, 404, 405, 406, 407, 408, NRN Elective
	<b>SUMMER</b>	113, 114, 115, 221 / 402, 403, 405, 406, 408
	<b>FALL</b>	112, 114, 115, 211 / 401, 403, 404, 407, NRN Elective

Students must meet all the general admission requirements of WSCC and UAB in addition to entry requirements for each nursing program. Please see Pre-Health Advisor to complete your individual program of study before you register for classes.

### Joint Applicant must also meet the following admission criteria:

- Unconditional admission to the college (WSCC and UAB) – College applications must be submitted by the program application deadline.
- Student must be in good standing with the college (WSCC and UAB).
- Receipt of complete nursing application accepted between March 15 and May 15 for fall entry or between July 1 and October 1 for spring entry. Separate nursing application must be submitted to each college.
- The online application and instructions are located at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) under the Application tab.
- Complete all required academic courses prior to application deadline for admission points. UAB will allow for courses to be in progress, but must be completed prior to program start.
- Maintain a grade of “C” or better in all general education and nursing courses.
- A minimum GPA of 2.5 cumulative at current native institution or 2.5 cumulative at institution from which student is transferring is required to be eligible to apply.
- A minimum GPA of 2.5 is necessary for nursing required academic courses.
- Official transcripts from all colleges attended must be provided to the Admissions Office and unofficial transcript copies may be uploaded to the nursing application.
- Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under Resources tab.
- A minimum 20 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be submitted with the nursing application.

**UAB/WSCC Nursing Mobility Joint Enrollment Curriculum**

<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
ORI 110* Freshman Seminar	1	0	0	1	1
BIO 103 Principles of Biology I	3	2		4	
BIO 201 Human Anatomy and Physiology I	3	1	0	4	5
BIO 202 Human Anatomy and Physiology II	3	1	0	4	5
BIO 220 Microbiology	2	2	0	4	6
ENG 101 English Composition I	3	0	0	3	3
ENG 102 English Composition II	3	0	0	3	
MTH 112 or 110 Pre-Calculus Algebra or Finite Math	3		0	3	
PSY 200 General Psychology	3		0	3	
PSY 210 Human Growth and Development	3	0	0	3	3
SPH 106 Fundamentals of Oral Communication	3	0	0	3	3
HUM Elective Humanities and Fine Arts Elective	3	0	0	3	3
CHM 104 Introduction to Inorganic Chemistry	3	1	0	4	
LIT Elective Literature Elective	3		0	3	
HIS Elective History Elective	3		0	3	
LIT or HIS Elective 2nd Course for Sequence in LIT or HIS	3		0	3	
HUM Elective or Behavioral Science Elective	3		0	3	
Fine Arts Elective Fine Arts	3		0	3	
MTH 265 or BUS 271 Elementary Statistics or Business Statistics	3		0	3	
<b>Prerequisite Total</b>	54	0	0	60	0
NUR 209 Concepts for Healthcare Transition Students	6	1	3	10	1
NRN 306 Joint Enrollment Success				3	
<b>First Term Total</b>	6	1	3	13	1
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
NRN 401 Professional Nursing Concepts for RNs				4	
NRN 402 Professional Leadership Development for RNs				3	
<b>Second Term Total</b>	4	0	3	14	13
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
NRN 403 Systems Leadership for RNs				3	
NRN 405 Evidence-Based Nurs Pract & Informatics for RNs				3	
<b>Third Term Total</b>	3	0	4	13	15
NRN 404 Quality and Patient Safety for RNs				4	
NRN 407 Transitional Care Coord Across the Lifespan for RNs				3	
<b>Fourth Term Total</b>				7	
NRN 406 Applied Patho Across the Lifespan for RNs				3	
NRN 408 Population Health for RNs				4	
<b>Fifth Term Total</b>				7	

\*Students exempt from enrolling in ORI 110 are transfer students who have completed 12 transferable semester hours, personal enrichment students. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.

\*\*\*Students must complete either a 6 hour sequence of Area II Core literature or Area IV Core history

## UAB/WSCC Nursing Mobility Joint Enrollment Curriculum

General Education/Nursing Pre-Requisite Credits <i>Completed at WSCC</i> .....	60
RN to BSN Credits <i>Completed at UAB</i> .....	30
Associate Degree Program Nursing Credits <i>Completed at WSCC</i> .....	39
Total Credit Hours.....	129

### ADN Program Totals:

Total Credit Hours:	67
Total Contact Hours:	1605 (107 hrs x 15 weeks)
General Education Hours:	28 (41.8%)
Nursing Hours:	39 (58.2%)

### PN Program Totals:

Total Credit Hours:	46
Total Contact Hours:	1050 (70 hrs x 15 weeks)
General Education Hours:	21 (45.7%)
Nursing Hours:	25 (54.3%)

<b>Nursing courses offered in the following semesters:</b>	<b>SPRING</b>	211, 221 / 401, 402, 404, 405, 406, 407, 408, NRN Elective
	<b>SUMMER</b>	221 / 402, 403, 405, 406, 408
	<b>FALL</b>	209, 211 / 401, 403, 404, 407, NRN Elective

Students must meet all the general admission requirements of WSCC and UAB in addition to entry requirements for each nursing program. Please see Pre-Health Advisor to complete your individual program of study before you register for classes.

### Mobility Joint Applicant must also meet the following admission criteria:

- Unconditional admission to the college (WSCC and UAB) – College applications must be submitted by the program application deadline.
- Student must be in good standing with the college (WSCC and UAB).
- Receipt of complete nursing application accepted between March 15 and May 15 for fall entry. Separate nursing application must be submitted to each college.
- The online application and instructions are located at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) under the Application tab.
- Complete all required academic courses prior to application deadline for admission points. UAB will allow for courses to be in progress, but must be completed prior to program start.
- Maintain a grade of “C” or better in all general education and nursing courses.
- A minimum GPA of 2.5 cumulative at current native institution or 2.5 cumulative at institution from which student is transferring is required to be eligible to apply.
- A minimum GPA of 2.5 is necessary for nursing required academic courses.
- Official transcripts from all colleges attended must be provided to the Admissions Office and unofficial transcript copies may be uploaded to the nursing application.
- Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under Resources tab.
- A minimum 20 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be submitted with the nursing application.
- Applicants for the Mobility program must have been awarded an AAS Degree in a related field and are currently licensed as an Emergency Medical Services-Paramedic, Diagnostic Imaging (ARRT), Diagnostic Medical Sonographer, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapist or awarded a certificate and licensed as a Practical Nurse in the State of Alabama before application.
- Students will be ineligible to apply for NUR 209 if they have experienced a withdrawal or non-progression in any previous mobility curriculum including, but not limited to NUR 200, NUR 201 or NUR 209. Students will be eligible to apply to the traditional nursing program. Admission is not guaranteed.

**WSCC/ATSU Nursing Joint Enrollment Curriculum**

<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
ORI 110* Freshman Seminar	1	0	0	1	1
BIO 103 Principles of Biology I	3	2		4	
BIO 201 Human Anatomy and Physiology I	3	1	0	4	5
BIO 202 Human Anatomy and Physiology II	3	1	0	4	5
BIO 220 Microbiology	2	2	0	4	6
ENG 101 English Composition I	3	0	0	3	3
ENG 102 English Composition II	3	0	0	3	
MTH 112 or 110 Pre-Calculus Algebra or Finite Math	3		0	3	
PSY 200 General Psychology	3		0	3	
PSY 210 Human Growth and Development	3	0	0	3	3
SPH 106 Fundamentals of Oral Communication	3	0	0	3	3
HUM Elective Humanities and Fine Arts Elective	3	0	0	3	3
CHM 104 Introduction to Inorganic Chemistry	3	1	0	4	
LIT Elective Literature Elective	3		0	3	
HIS Elective History Elective	3		0	3	
LIT or HIS Elective 2nd Course for Sequence in LIT or HIS	3		0	3	
HUM Elective or Behavioral Science Elective	3		0	3	
Fine Arts Elective Fine Arts	3		0	3	
MTH 265 or BUS 271 Elementary Statistics or Business Statistics	3		0	3	
<b>Prerequisite Total</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>
<b>Fall Start</b>					
NUR 112 Fundamental Concepts of Nursing	4	2	1	7	13
NUR 340 Introduction to Healthcare Systems				3	
NUR 370 Healthcare Informatics				3	
<b>First Term Total</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>13</b>	<b>13</b>
NUR 113 Nursing Concepts I	4	1	3	8	16
NUR 410 Community Health Management				5	
NUR 481 Health Care Quality Assurance, Risk Mgmt, Util Rev				3	
<b>Second Term Total</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>16</b>	<b>16</b>
NUR 114 Nursing Concepts II	5		3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	2	4	2	16
NUR 400 Professional Nursing Practice				3	
<b>Third Term Total</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>13</b>	<b>30</b>
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
NUR 440 Leadership and Management in Practice				5	
UNV 400 BSN Career Seminar				1	
<b>Fourth Term Total</b>	<b>4</b>		<b>3</b>	<b>13</b>	<b>13</b>
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
NUR 460 Nursing Capstone				5	
NUR 430 Scholarly Inquiry/Evidence-Based Practice				3	
<b>Fifth Term Total</b>	<b>6</b>		<b>8</b>	<b>15</b>	<b>30</b>

\*Students exempt from enrolling in ORI 110 are transfer students who have completed 12 transferable semester hours, personal enrichment students. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.

\*\*\*Students must complete either a 6 hour sequence of Area II Core literature or Area IV Core history

## WSCC/ATSU Nursing Joint Enrollment Curriculum

General Education/Nursing Pre-Requisite Credits <i>Completed at WSCC</i> .....	60
RN to BSN Credits <i>Completed at ATSU</i> .....	31
Associate Degree Program Nursing Credits <i>Completed at WSCC</i> .....	39
Total Credit Hours.....	130

### ADN Program Totals:

Total Credit Hours:	67
Total Contact Hours:	1605 (107 hrs x 15 weeks)
General Education Hours:	28 (41.8%)
Nursing Hours:	39 (58.2%)

### PN Program Totals:

Total Credit Hours:	46
Total Contact Hours:	1050 (70 hrs x 15 weeks)
General Education Hours:	21 (45.7%)
Nursing Hours:	25 (54.3%)

<b>Nursing courses offered in the following semesters:</b>	<b>SPRING</b>	112, 113, 211, 221 / 410, 481, 430, 460
	<b>SUMMER</b>	113, 114, 115, 221 / 400, 440
	<b>FALL</b>	112, 114, 115, 211 / 370, 340, 440, 400

Students must meet all the general admission requirements of WSCC and ATSU in addition to entry requirements for each nursing program. Please see Pre-Health Advisor to complete your individual program of study before you register for classes.

### Joint Applicant must also meet the following admission criteria:

- Unconditional admission to the college (WSCC and ATSU) – College applications must be submitted by the program application deadline.
- Student must be in good standing with the college (WSCC and ATSU).
- Receipt of complete nursing application accepted between March 15 and May 15 for fall entry or between July 1 and October 1 for spring entry. Separate nursing application must be submitted to each college.
- The online application and instructions are located at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) under the Application tab.
- Complete all required academic courses prior to application deadline for admission points. ATSU will allow for courses to be in progress, but must be completed prior to program start.
- Maintain a grade of “C” or better in all general education and nursing courses.
- A minimum GPA of 2.5 cumulative at current native institution or 2.5 cumulative at institution from which student is transferring is required to be eligible to apply.
- A minimum GPA of 2.5 is necessary for nursing required academic courses.
- Official transcripts from all colleges attended must be provided to the Admissions Office and unofficial transcript copies may be uploaded to the nursing application.
- Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under Resources tab.
- A minimum 20 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be submitted with the nursing application.

### Anticipated Expenses

The following is a list of expenses that can be expected throughout the Nursing program. The one-time only expenses are not all due at the beginning of the program. Keep in mind that these expenses are estimates only and may vary (i.e., physical exam, immunizations, transportation costs, etc.).

	Mobility	ADN	PN
Nursing Course Tuition (In-state) \$ 188/credit hour	4512.00	7332.00	4700.00
General Education Course Tuition (In-state) \$ 188/credit hour	1316.00	5264.00	3948.00
General Education Course Textbooks (estimate)	200.00	985.00	785.00
Nursing Entrance Exam (on-campus ACT)	82.00	82.00	82.00
Physical Exam (Yearly)	Varied	Varied	Varied
Immunizations: <ul style="list-style-type: none"> <li>• Hep B</li> <li>• Measles (Rubeola)</li> <li>• Mumps</li> <li>• Rubella</li> <li>• Tetanus-Tdap</li> <li>• Varicella (Chickenpox)</li> <li>• Flu Vaccine</li> <li>• TB Skin Test (Mantoux) or TB Blood Test</li> </ul>	Varied	Varied	Varied
CastleBranch Compliance Tracker and Background Screening <ul style="list-style-type: none"> <li>• Annual Background Check \$25.00</li> </ul>	107.00	132.00	107.00
Uniforms (estimated \$ 75/pair)	150.00	150.00	150.00
Equipment: <ul style="list-style-type: none"> <li>• Analog Watch</li> <li>• Stethoscope</li> <li>• Bandage Scissors</li> <li>• Blood Pressure Cuff</li> <li>• Penlight</li> </ul>	260.00	260.00	260.00
HURST Review for 221 (\$276) HESI* Exit Exam (\$81) *Test given in 115, 209 and 221	438.00	438.00	162.00
State Board and Licensing Fee: <ul style="list-style-type: none"> <li>• Single State \$128.50</li> <li>• Multi State \$228.50</li> </ul>	228.50	228.50	228.50
NCSBN NCLEX Exam Fee	200.00	200.00	200.00
Nursing Required Textbooks and Lab Supplies: <ul style="list-style-type: none"> <li>• NUR 112 \$315</li> <li>• NUR 112 Lab Pack \$80</li> <li>• NUR 113 \$350</li> <li>• NUR 113 Lab Pack \$175</li> <li>• NUR 114 \$125</li> <li>• NUR 115 \$75</li> <li>• NUR 209 \$800</li> <li>• NUR 209 Lab Pack \$175</li> </ul>	975.00	1120.00	1120.00
Clinical Expenses (Transportation, Parking, Meals, etc.)	Varied	Varied	Varied
Standardized Testing & Software: <ul style="list-style-type: none"> <li>• ATI Testing Fee \$ 600/semester</li> <li>• DocuCare Software NUR 112 \$ 210</li> <li>• DocuCare Software NUR 209 \$126</li> </ul>	1925.00	3210.00	2010.00
Drug Testing	67.50	112.50	67.50
Insurance (Liability & Accident)	43.50	72.50	43.50
Insurance (Major Medical)	Varied	Varied	Varied
WSCC Graduation Fee	20.00	20.00	20.00

Updated 06/2025

## Admission, Progression, and Reinstatement Policies

### Admission for Traditional Pathway

1. Unconditional admission to the college – College application must be submitted by the program application deadline.
2. Student must be in good standing with the college.
3. Receipt of complete nursing applications accepted between March 15 and May 15 for fall entry or between July 1 and October 1 for spring entry. Applications received after the deadline will be considered on a space-available basis. The online application and instructions are located on the [Wallace State Nursing Home page](#) under the application section.
4. Any courses in progress must be completed before the application deadline to qualify for admission points.
5. Maintain a grade of “C” or better in all general education and nursing courses.
6. A minimum GPA of 2.0 cumulative at current native institution or 2.0 cumulative at institution from which student is transferring is required to be eligible to apply for the nursing program.
7. A minimum GPA of 2.5 is necessary for nursing required academic courses.
8. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded to the nursing application.
9. A minimum GPA of 2.5 cumulative from high school is required for students without prior college courses (GED will be used if applicable).
10. Student must be eligible for Math 100 - Intermediate College Algebra (higher level math accepted) and Biology 201 (A & P I) as determined by college policy during the first semester of the nursing program if not previously completed with a grade of “C” or higher.
11. Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under the Resources tab.
12. A minimum 18 ACT Composite Score (National or Residual) is required for admission consideration. Proof of score must be uploaded to the nursing application.
13. If the applicant has been enrolled in a nursing program previously, a letter of good standing must be sent to the program director from the previous nursing program.
14. Priority for admission is given to first-time applicants. Readmission/reinstatement as well as transfer students are considered on a space-available basis.

NOTE: It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete before submission.

Students are admitted to the nursing program in accordance with college admission requirements. LPNs and other selected healthcare professionals may be eligible for admission in advanced standing to the Associate Degree Nursing Mobility program according to criteria published in the college catalog. Please note: requirements are subject to change without notice.

### Admission for Joint Enrollment Pathway

1. Unconditional admission to the college and university partner – College application must be submitted by the program application deadline.
2. Student must be in good standing with the colleges.
3. Receipt of complete nursing applications accepted between March 15 and May 15 for fall entry or between July 1 and October 1 for spring entry. Applications received after the deadline will be considered on a space-available basis. The online application and instructions are located on the [Wallace State Nursing Home page](#) under the application section.
4. Any courses in progress must be completed before the application deadline to qualify for admission points. The university partner will allow classes to be in progress, but the courses must be successfully completed prior to program start.
5. Maintain a grade of “C” or better in all general education and nursing courses.
6. A minimum GPA of 2.5 cumulative at current native institution or 2.5 cumulative at institution from which student is transferring is required to be eligible to apply for the nursing program.
7. A minimum GPA of 2.5 is necessary for nursing required academic courses.
8. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded to the nursing application.
9. Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under the Resources tab.
10. A minimum 20 ACT Composite Score (National or Residual) is required for admission consideration.
11. If the applicant has been enrolled in a nursing program previously, a letter of good standing must be sent to the program director from the previous nursing program.
12. Priority for admission is given to first-time applicants. Readmission/reinstatement as well as transfer students are considered on a space-available basis.

NOTE: Requirements are subject to change without notice. It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete before submission.

### **Admission for Mobility Pathway**

1. Unconditional admission to the college – College application must be submitted by the mobility program application deadline.
2. Student must be in good standing with the college.
3. Receipt of complete nursing application accepted between March 15 and May 15 for fall entry only. Applications received after the deadline will be considered on a space-available basis. Applications received after the deadline will be considered on a space-available basis. The online application and instructions are located on the [Wallace State Nursing Home](#) page under the application section.
4. A minimum GPA of 2.0 cumulative at current native institution or 2.0 cumulative at institution from which student is transferring is required to be eligible to apply for the mobility nursing program.
5. A minimum GPA of 2.5 is necessary for nursing required academic courses.
6. Official transcripts from all colleges attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded to the nursing application.
7. Maintain a grade of “C” or better in all general education and nursing courses.
8. The following general education requirements must have been successfully completed with a “C” or higher prior to application deadline for application points and if in progress, then must be completed prior to start of program: BIO 201, BIO 202, ENG 101, MTH 100, PSY 210, SPH 106.
9. Student must meet the essential functions and technical standards required for nursing as documented at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing) - see Nursing Essential Functions under the Resources tab.
10. A minimum 18 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded to the nursing application.
11. If the applicant has been enrolled in a nursing program previously a letter of good standing must be sent to the program director from the previous nursing program. This includes ADN and PN certificate programs.
12. Applicants for the Mobility program must have been awarded an AAS Degree in a related field and are currently licensed as an Emergency Medical Services - Paramedic, Diagnostic Imaging (ARRT), Diagnostic Medical Sonographer, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapist or awarded a certificate and licensed as a Practical Nurse in the State of Alabama before application.
13. Students will be ineligible to apply for NUR 209 if they have experienced a withdrawal or non-progression in any previous mobility curriculum including, but not limited to NUR 200, NUR 201 or NUR 209. Students will be eligible to apply to the traditional nursing program. Admission is not guaranteed.

NOTE: It is the responsibility of each applicant to ensure all applicable courses (including grades) from other institutions have been transferred to WSCC and to ensure the program application is complete prior to submission.

### **Progression for Traditional Pathway**

In order to progress in the Nursing Program, the student is expected to meet specific requirements:

1. A student must maintain a grade of “C” or better in ALL general education and nursing courses and an “S” (Satisfactory) in the clinical component when appropriate. A minimum grade of 75 constitutes a “C” in nursing courses.
2. A student with a grade of less than “C” and/or an unsatisfactory clinical evaluation in any nursing course will be required to repeat the entire course before continuing in the program. Repeat must occur within one year of failure or withdrawal. Student must apply and be accepted for reinstatement.
3. A student may be reinstated to the nursing program one time only. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
4. A student must maintain a 2.0 GPA based on nursing required courses.
5. A total of two unsuccessful attempts in two separate semesters (D, F or W) in the nursing program will result in dismissal from the program.
6. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, the student may request a hearing before the Wallace State Community College Admissions Committee for a decision on repeating a course or readmission to the program after receiving a recommendation from the Program Chair.
7. Failure to attain a grade of “C” or better in an academic co-requisite course, as listed in the nursing curriculum, will require the student to step out of the nursing curriculum until the academic course is successfully passed with a “C” or higher. Reinstatement guidelines apply.
8. A student must demonstrate competence in pharmacology theory as well as calculating drugs and dosages. Tests will be given to assess the student’s competence in calculating drugs and dosages within the nursing program.

9. A student must adhere to professional, legal and ethical standards for a healthcare professional. The nursing department reserves the right to determine behaviors that are inappropriate or that may cause harm to a client. Students who exhibit behaviors that violate standards of a healthcare professional are subject to dismissal. The WSCC-DNE reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.
10. A student must be in compliance with all clinical requirements for the duration of their enrollment in the program.

The faculty reserves the right to review a student's progress at any time. Because of the nature of nursing, there are certain behaviors, interpersonal relationships, and affective standards that must be maintained. Failure of a student to meet these standards is cause for termination from the Nursing program.

### **Progression for Joint Enrollment Pathway**

In order to progress in the Nursing Program, the student is expected to meet specific requirements:

1. A student must maintain a grade of "C" or better in ALL nursing courses and an "S" (Satisfactory) in the clinical component when appropriate.
2. A student with a grade of less than "C" and/or an unsatisfactory clinical evaluation in any nursing course will be ineligible to continue in the Joint Enrollment Nursing Program.
3. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, the student may submit a letter to the Wallace State Community College Admissions Committee for a decision on repeating a course or readmission to the program after receiving a recommendation from the Program Chair.
4. A student must demonstrate competence in pharmacology theory as well as calculating drugs and dosages. Tests will be given to assess the student's competence in calculating drugs and dosages within the nursing program.
5. A student must adhere to professional, legal and ethical standards for a healthcare professional. The nursing department reserves the right to determine behaviors that are inappropriate or that may cause harm to a client. Students who exhibit behaviors that violate standards of a healthcare professional are subject to dismissal. The WSCC-DNE reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.
6. A student must be in compliance with all clinical requirements for the duration of their enrollment in the program.

The faculty reserves the right to review a student's progress at any time. Because of the nature of nursing, there are certain behaviors, interpersonal relationships, and affective standards that must be maintained. Failure of a student to meet these standards is cause for termination from the Nursing program.

### **NUR 112 Withdrawal or Failure to Progress**

Students who have not successfully completed their first nursing course, either by withdrawal or failure to progress, in the traditional nursing program are not eligible for the reinstatement process for NUR 112.

Students may apply again to the nursing program during the regular admission cycles and will forfeit first-time admission points.

### **Progression for Mobility Pathway**

In order to progress in the Mobility Nursing Program, the student is expected to meet specific requirements:

1. A student must maintain a grade of "C" or better in ALL general education and nursing courses and an "S" (Satisfactory) in the clinical component when appropriate. A minimum grade of 75 constitutes a "C" in nursing courses.
2. A student with a grade of less than "C" and/or an unsatisfactory clinical evaluation in the mobility course will be ineligible to continue in the Mobility Nursing Program.
3. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, the student may submit a letter to the Wallace State Community College Admissions Committee for a decision on repeating a course or readmission to the program after receiving a recommendation from the Program Chair.
4. A student must demonstrate competence in pharmacology theory as well as calculating drugs and dosages. Tests will be given to assess the student's competence in calculating drugs and dosages within the nursing program.
5. A student must adhere to professional, legal and ethical standards for a healthcare professional. The nursing department reserves the right to determine behaviors that are inappropriate or that may cause harm to a client. Students who exhibit behaviors that violate standards of a healthcare professional are subject to dismissal. The WSCC-DNE reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.

6. A student must be in compliance with all clinical requirements for the duration of their enrollment in the program.

The faculty reserves the right to review a student's progress at any time. Because of the nature of nursing, there are certain behaviors, interpersonal relationships, and affective standards that must be maintained. Failure of a student to meet these standards is cause for termination from the Nursing program.

### **NUR 209 Withdrawal or Failure to Progress**

Students who have not successfully completed NUR 209, either by withdrawal or failure to progress, do not have a reinstatement option to the accelerated NUR 209 Mobility track. Students who fail to progress in NUR 209 are eligible to transition to the following spring NUR 112 course should space be available.

A transition option to NUR 112 is available to NUR 209 students during the fall semester drop/add period, should the student feel that a traditional program would best serve their learning needs.

### **Program Dismissal**

A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program. A student who has been dismissed from the nursing program can apply for admission as a new student to any nursing program within the Alabama Community College System under certain conditions:

1. The student must meet current entry requirements.
2. The student must provide a letter of good standing from the previous nursing program chairperson.
3. The student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

### **Reinstatement**

Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program. Reinstatement to the nursing program is not guaranteed.

Reinstatement may be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability in the course in which the student wishes to be reinstated. (Students in regular progression have enrollment priorities for clinical sites.)
2. Grade point average is less than 2.0.
3. Refusal by clinical agencies to accept the student for clinical experiences.
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Over 12 months have elapsed since the student was enrolled in a nursing course.
6. Student has been dismissed from the program for disciplinary reasons or unsafe clinical care.
7. Failure to achieve a clear drug screen.
8. Failure to achieve a clear background screen.
9. Failure to benchmark on math validation and/or skills validation.
10. Failure to submit required physical exam and immunization documentation.

**NOTE:** *Students dismissed from any nursing program for disciplinary reasons and/or unsafe/unsatisfactory client care will not be considered for reinstatement/readmission to the nursing program.*

### **Stepping Out of the Nursing Program**

Once a student successfully completes a nursing course, the student can request, in writing, and be granted a "step out" of the nursing program for up to one year. This does not apply to individuals who withdraw during a semester or fail to progress in a course. Should the student wish to return to the nursing program within the year, the student would be subject to the reinstatement process which might be limited by the failure to pass the validations or lack of clinical availability.

### **Readmission**

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

### **Extended Absence**

Students who anticipate several days of absence due to military obligation or jury duty must contact the course faculty as soon as this is known to make special arrangements for meeting required classroom/clinical objectives.

## Department of Nursing Education Policies

### Academic Advising

1. Each student will be assigned a nursing faculty as his/her advisor upon acceptance to the nursing program.
2. Students must notify the Department of Nursing Education before any change in schedule including withdrawal from nursing courses and/or general academic courses.
3. It is the student's responsibility to ensure all general and program requirements are met in the designated sequence to ensure graduation in a timely manner.
4. Students should seek advice from a nursing faculty advisor to assure compliance.

### Awards

Students may be eligible to be selected for Who's Who Awards based on GPA and faculty nomination. (See college catalog and newsletters for details). Each year in the spring semester a student is nominated by faculty for the Program Award and the President's Cup Award based on published criteria.

Nightingale Award is an award presented to a graduating nursing student. The graduate is chosen by the faculty and is a student nurse who best represents the characteristics of scholarship, compassion for patients and commitment to nursing as exemplified by Florence Nightingale.

The student selected best meets the following guidelines:

1. Has demonstrated personal integrity, good moral character, responsibility, trustworthiness, and professional personal appearance.
2. Demonstrates professionalism and commitment to nursing.
3. Is assertive and utilizes administrative structures for problem solving.
4. Has a high level of clinical proficiency and organization.
5. Demonstrates personal motivation and desire for excellence; achieves excellence against adversity.

### Campus Laboratory and Simulation Center

The campus laboratory is provided for simulated practice and testing of skills, reading, viewing of films and other educational endeavors.

1. Each student enrolled in a clinical nursing course must validate skills as specified in the course syllabus. Time to practice these skills with supervision and feedback is provided in the campus laboratory. Criteria that must be met to demonstrate satisfactory performance are in the course packets. Validation will be supervised by a WSCC employee. Refer to course syllabi for evaluation blueprint.
2. Before critical clinical skills can be performed with clients, the student must successfully demonstrate the skill in the laboratory.
3. Manikins and simulators are to be used under direct supervision for the purpose of exposure to and practice of nursing skills, problem solving, and critical thinking. Mishandling of any simulation equipment may result in disciplinary action.

### Class Officers

Election of class officers and class representatives is held in the third semester for nursing students. Officer positions include President, Vice-President, Secretary /Treasurer, and Representative(s). Students must have a 3.0 GPA in Nursing Plan of Study (including all academics and nursing courses) to be eligible to serve as a class officer. Selected faculty serve as advisors to each class. Any monies collected as a class will be coordinated through the Business office through accounts established for each class.

### Computer Laboratory

Computer laboratories are provided for students to obtain experience with various clinical models through simulation programs, listening to recorded presentations, and vendor supplied tests. In addition, students become familiar with computer testing in preparation for the NCLEX-RN or NCLEX-PN licensure exam.

1. Absolutely no cell phones or internet watches are allowed in computer/simulation labs.
2. Equipment is to be handled gently. Students are responsible for following all computer lab policies.
3. Any student caught mishandling equipment, violating copyright materials, or removing any supplies or programs from the lab will be subject to disciplinary action. (See college catalog for rules on disciplinary action).
4. Responsibility of student to bring approved earplugs.

### On Campus Exam Policy

1. Students should arrive at the assigned testing area as instructed by course faculty in complete uniform with appropriate identification. The student may be dismissed from the testing area if the uniform policy is not followed.
2. **Absolutely no cell phones or electronic devices, watches, headgear (caps/hats/sunglasses), books, notes, or purses are allowed in the testing area.** Car keys and ear plugs (which are subject to being

checked by faculty) will be the only items allowed in the testing area. Faculty are not responsible for any lost/stolen items that are left unsecured in the facility. Any student caught with personal items in the testing area, with the exception of car keys and ear plugs, will be asked to leave the testing area. In that case, the student will be required to complete a make-up exam at the end of the semester.

3. All students will be issued one (1) blank sheet of paper for use during the test. Your name and computer # must be written at the top of the scratch paper. Students are required to keep the paper folded in half to cover anything written on the provided paper and must submit the paper provided to the proctor prior to exiting the exam room. Should additional scratch paper be needed, faculty will collect the scratch paper before issuing another piece.
4. All students will be provided with a pencil, and a dropdown calculator will be available in the testing application (HonorLock, ATI, HESI, Hurst).
5. Students are not allowed to write anything on their scratch paper prior to beginning the test. Students who are found to have written on their scratch paper before the test begins will be excused from the testing area. In that case, the student will be required to complete a make-up exam at the end of the semester.
6. No food or drink is allowed in the testing area, unless medically necessary (please discuss with faculty prior to testing). No items are allowed on individual testing stations except those materials issued by faculty.
7. Any information found on or in the vicinity of the individual testing stations may be grounds for a zero "0" for the exam and further disciplinary action at the discretion of the DNE. This includes writing on desks, body, unauthorized papers, cups/food, etc.
8. Tests will be administered electronically in Canvas with HonorLock. Students will not be allowed to click outside the exam. A password will be given at the beginning of the exam. Students who arrive late (after the password has been given) will not be allowed in the testing area and will be subject to a make-up exam as scheduled by course faculty. Questions will be delivered one at a time; students will not be able to backtrack to previous questions or skip ahead to future questions. Skipped questions will be counted as incorrect answers.
9. **ANY** technical difficulties must be reported immediately by raising your hand and informing the faculty member(s) proctoring the exam. ANY alleged technical difficulties reported at a later time (after exam review or after grades have been released) will not be taken into consideration in determining the student's exam outcome.
10. Once in the testing area, students are NOT ALLOWED TO LEAVE until the exam is underway. Once the exam begins, a student may request a restroom break and will be accompanied by a faculty member. Only one (1) student will be allowed out of the room at any time during the exam. Any evidence that material was removed from the testing area and/or placed previously in the restroom or elsewhere may result in a zero "0" for the exam and subject to further disciplinary action.
11. Exams must be taken as scheduled. Students must take their exams at their scheduled time and location. Students who do not take their exam on their scheduled time and location may receive a zero "0" for the exam. **Students should contact the instructor within 24 hours of the absence and submit documentation of exam absence form along with an excuse.**
12. Students who have been granted testing accommodation must adhere to the same policies as stated within this syllabus. Testing accommodation will not be granted without approval from the Title IX coordinator.
13. Students will **not** be allowed to review their individual exam following completion.
14. Students may reach out to their assigned advisor for specific questions. Exam review will not be conducted for make-up exams or the final course exam.
15. Students who miss more than one (1) scheduled exam will be required to meet with the Program Director of the Department of Nursing Education and receive approval from the Program Director to make-up the exam. An excuse and a completed exam absence documentation form are still required.
16. All eligible makeup exams will be scheduled at the discretion of course faculty. All make-up exams will be modified to include up to 20% short answer, fill-in-the-blank, and additional alternate format items. All missed exams will be made-up on the same day as outlined in the course calendar. Makeup exams are not subject to the same point allocations as regularly scheduled exams due to the change in exam format. Makeup exams are not eligible for collaborative testing points. Makeup exams are not eligible for exam review. Students are accountable for any and all content derived from previous courses in the current nursing course of study. Test items may incorporate knowledge obtained from previous modules. Course content is subject to change as updates become available. Current material/information supersedes the previous semester's information.
17. Exam grades will be posted at the discretion of the faculty and will be posted within 7 days after the administration of the exam.
18. Students must follow WSCC Nursing Exam Policy while remaining in the testing room. Any unprofessional behavior will be documented in the student's file as a "U" and the student may be asked to leave the testing area.

### **Grade Appeal Process**

It is the policy of Wallace State Community College (WSCC) that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the work that was completed.

See the current WSCC Catalog for additional information regarding grade appeals. Appeal forms can be found [here](#).

### **Grading Policy**

1. The grading system used to determine the student's level of achievement in the nursing program is approved by The Alabama Community College System of the Department of Post-Secondary Education. Refer to the college catalog.
2. Final grades will be determined by achievement of a minimum average of 75% on all graded portions of each course, and a satisfactory evaluation of all ungraded requirements as specified in each course evaluation blueprint. See course syllabi for further explanation.
3. Grades are rounded only when the final course average is calculated. All decimal fractions 0.5 or greater round to the next whole number (ex: 74.5 = 75). Decimal fractions less than 0.5 are dropped (ex: 74.4 = 74). Grades are calculated to the tenth place.
4. Failure to complete all course requirements or achieve a satisfactory level of progress as stated in the evaluation blueprint for each course will result in a failing grade in the course.
5. Any course not completed or passed satisfactorily must be retaken and successfully completed in its entirety before progression is allowed in the nursing curriculum

### **Lab Attendance**

Absences in excess of 10% of the required lab experience for the semester may result in inability to achieve lab objectives with subsequent failure to progress in the nursing program. Students who exceed the lab absence policy in any nursing course must meet with the DNE program director for a decision regarding continuation in the course. All courses with the NUR prefix are affected by this policy.

1. Attendance at all laboratories is mandatory. Students are required to notify the lab instructor or the Department of Nursing Education (DNE) prior to an unavoidable absence.
2. Lab absences are calculated as a percentage of the required lab time per semester and therefore may vary slightly with the school calendar. All absences up to 10% of required lab time must be made up. Assignments are at the discretion of the faculty and will be consistent with missed work. These may include but are not limited to computer simulation, written work and/or attendance at lab.
3. Students are expected to arrive at lab on time. In case of tardiness, it is the student's responsibility to ensure that attendance is recorded. Two tardy events constitute an absence.
4. A student participating in college extracurricular activities may be granted permission to be absent from lab provided the student notifies the instructor in advance of the event. Students are responsible for any missed material. Lab make-up may be required.
5. Any limitation to the Essential Functions may prohibit lab attendance and progression.
6. Students who are pregnant or have been hospitalized are required to submit a written release from the physician.

### **Learning Environment**

The College assumes that its students are adults with mature behaviors and conduct. Behaviors and/or attire which interfere with the learning environment for other students will not be tolerated. This includes but is not limited to talking during class presentations, lectures, and/or videos to the extent that it interferes with others' ability to hear the content; habitual tardiness or leaving class during class time; or other behaviors which detract from, disrupt, or obstruct learning. Offenders will be counseled and may be asked to leave class or report to the Vice-President of Students if behaviors persist. Students who arrive after the beginning of class may be required to wait for admittance until the instructor calls for a break in class presentation.

Wallace State Community College policy states: "Cell phones and other electronic communication devices are prohibited during testing. An emergency situation should be approved by the instructor before testing begins. Violators will be subject to disciplinary action." Any electronic device brought into the testing environment may result in dismissal from the exam immediately a result in a grade of zero for the assignment.

Additionally, any form of violence whether verbal and/or physical, will not be tolerated. Campus security will be notified immediately, and violator(s) will be removed from premises. Violators may be subject to legal action as well as suspension/expulsion from Wallace State according to campus policy.

### **Notification of School Closings**

"Lion Alert" is our emergency alert and notification system. Lion Alert delivers rapid, multi-platform messages in the event of an emergency. This will be your best source for timely information and instructions on what to do in the event of any campus emergency such as severe weather, power outages, criminal activity, threats, or other emergency situations.

In order to receive alerts, please take these very important steps to update your information:

- From the Wallace State homepage, click on the myWallaceState button.

- Log into myWallaceState.
- Navigate to Student Portal. Open Student Dashboard. Select Personal Information.
- Update your contact information by clicking on the pencil tool to edit.

Remember to update your contact information whenever you have a change in phone number, email address, etc., even if it is mid-semester.

Personal safety is always a priority during severe weather. If students are unable to attend class or clinical due to severe weather conditions in their area, they must notify the instructor and clinical coordinator by telephone at the earliest possible time.

### **Protocol for Issues and Concerns**

The faculty encourages students to make suggestions and voice any concerns that may enhance or interfere with the attainment of quality education. Students may make suggestions or voice concerns through course and clinical evaluations and discussions with individual instructors. If the student is not satisfied, he/she should consult with the lead course instructor and/or appropriate level coordinator. If a student has not reached a satisfactory resolution at this time, he/she will consult with the Chair of the Department of Nursing Education. The class president or designee of each level shall be invited to attend selected faculty meetings dealing with curriculum and policies. Student input for faculty consideration can be submitted to the Chair of the DNE at any time. In the case of a student who has made a good faith effort to resolve a problem and who has been unable to resolve the matter informally, WSCC offers a grievance procedure which is outlined in the college catalog. The student code of conduct is defined in the WSCC college catalog. Misconduct may result in charges being filed against the student per the procedures noted in the catalog.

Student Complaint Form can be found [here](#).

Student Grievance Form can be found [here](#).

### **Scholarships**

- Allied Health and Nursing Scholarships
- Department of Nursing Education Scholarships
- Future Foundation Scholarships

Wallace State Community College seeks to provide the opportunity for needy and deserving students to continue to pursue the goal of a college education regardless of their financial circumstances. Financial aid is available through such sources as federal and state grants, Veteran Administration benefits for students who qualify, and special programs for displaced workers. Students are encouraged to contact the Office of Financial Aid for assistance. Other available assistance to nursing students may be offered through local service clubs, hospitals, or agencies.

### **Sexual Harassment**

1. No form of sexual harassment will be tolerated.
2. Sexual harassment detracts from and interferes with the maintenance and enhancement of a favorable learning environment. As a result, sexual harassment unreasonably interferes with the victim's educational process by producing an intimidating, hostile or offensive educational environment.
3. Students are encouraged to discuss any concerns about sexual harassment with the faculty.
4. All claims of possible sexual harassment will be investigated as required by law.
5. Appropriate corrective action will be taken in accordance with Wallace State Community College and/or agency policy.

### **Standardized Testing and Fees**

The Department of Nursing Education requires students to participate in a standardized testing program to assist in evaluating achievement of the content of the courses throughout the curriculum. Completion and passage of standardized exams are a requirement for progression within specified nursing courses. These exams are at the student's expense and included in their tuition and fees charged by the college. Included in this testing program are:

1. Examinations to evaluate areas that are essential for academic success.
2. Diagnostic and Achievement Tests help to identify your strengths and areas which need remediation in comprehending the content of the courses.
3. Pre-RN/PN Examination (mock licensure exam) provides reliable predictors of success for the NCLEX exam.
4. Specific examinations may be required as a part of progression in identified nursing courses.

### **Standards of Behavior**

1. Caution is advised when interacting on any social networking site. Comments concerning clinical agencies, clinical and/or classroom experiences, fellow students, nursing faculty, WSCC, etc. are strictly prohibited.

2. Eating and drinking are not permitted in the classrooms, nursing laboratory, or computer laboratory. Eating and drinking are allowed only in the student lounge area. (Water with a twist on top is allowed in the classroom.)
3. Smoking, including E-Cigs and Vape devices are not permitted on the campus of Wallace State Community College. Smoking in other areas may result in disciplinary action.
4. The use of alcohol and/or controlled substance drugs including physician's prescriptions is not permitted in the classroom or clinical area. If a nursing faculty member or agency staff suspects substance use (drugs or alcohol) in the classroom or clinical area, the student will be dismissed and may be subjected to a drug screen; if in clinical, the agency policy will be followed. Following a review, the student may be subject to dismissal from the nursing program. (See college catalog).
5. Children are not permitted in the classroom, laboratory, break areas or computer areas or at any agency used for clinical education.
6. Cell phones are not permitted to be on during class unless specifically allowed for classroom activities. All electronic devices including internet watches are prohibited in testing or in the computer lab as well as in all clinical settings.

### **Standards of Written Work**

All written assignments are expected to demonstrate scholarly research and presentation. This includes but is not limited to:

1. Work presented should be the original work of the student with appropriate works cited.
2. Clear, direct expression of the English language.
3. Correct grammar, sentence structure, punctuation, and spelling.
4. Legibly written in blue or black ink on one side of the paper only or typed.
5. Student name, ID number, and course listed on document.
6. Assignments which do not meet the criteria stated above may not be accepted for grading or may have points deducted.
7. Clinical assignments that are submitted late may result in the student receiving an unsatisfactory on the clinical evaluation tool as "taking responsibility for personal action."
8. Some assignments may not be accepted late. If this is the case, the student will be so informed at the time of the assignment.
9. The nursing department utilizes the American Psychological Association (APA) form of documentation for all written papers. A complete reference to this documentation style can be found at [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html) or in the Publication Manual of the American Psychological Association (7th Edition). It's always best to consult the Publication Manual for specific APA questions.

### **Student Activities**

Students are encouraged to participate in student activities on campus. The activities range from an academic focus (scholars bowl in the fall) to extracurricular (Miss Wallace State pageant and Homecoming Queen). Students may participate in intramural sports which include softball, basketball, and volleyball.

### **Substantive Change Policy**

Wallace State Community College Department of Nursing Education nursing students will be notified of any changes in policies, procedures, and program information in a timely manner. Identified changes are communicated to students in an array of methods including but not limited to posting on the LMS course shell, posting on LMS communication shell, written notifications, and/or addendums to current nursing or Health Science Division policies, procedures or literature. Depending on the nature, time, and implementation of recommended changes, the student may be required to sign an acknowledgment form of such changes which will then be placed in the student's file. Any faculty recommendation for a change in policies or procedures must be presented to the DNE Program Chair and the nursing faculty. The Lead Course Instructor, with the acknowledgment of the Program Chair, Level Coordinator, and Clinical Coordinator have the authority to make minor changes such as, but not limited to, changes in course calendar, clinical placement, and/or clinical schedules as deemed necessary for the success of the student.

## Department of Nursing Education Clinical Policies

### Assignment at Clinical Facility

1. Students will be assigned to clinical agencies by the Course Faculty. Expenses incurred for travel and while attending clinical is the responsibility of the student.
2. Faculty cannot guarantee students their preference in clinical agency assignment. Contacting clinical agencies for placement of students is the sole responsibility of the faculty of the DNE. Any breach of this policy by students making independent contacts with agencies will result in negative consequences, including but not limited to clinical warning, unsatisfactory evaluation, or dismissal from the program.
3. All student clinical experiences must be supervised by a WSCC clinical instructor unless specified prior to the experience and approved by the agency.
4. Students must comply with all agency policies, procedures, rules and regulations including but not limited to use of drugs, confidentiality, and professional dress. Use of alcohol or tobacco products or narcotics are prohibited in the clinical setting.

### Attendance

1. Students are expected to arrive on time for all clinical assignments. Contact your clinical instructor by phone if you are arriving late or will be absent to clinical. If unable to reach the clinical instructor by cell, then call the assigned clinical unit and ask to speak with the clinical instructor. Students who arrive late (30 minutes after assigned time) will receive a Clinical Warning regardless of the reason for the first offense and an Unsatisfactory for the second tardy after 30 minutes. Students will receive an Unsatisfactory on the clinical occurrence report if arriving late without contacting their clinical instructor. Students who arrive later than 60 minutes to clinical will not be permitted to attend clinical that day and will be required to complete a clinical make-up. Students should keep their instructor's number and or facility unit number readily available to use as needed during the clinical time frame.
2. If a student is absent from clinical regardless of the reason, the student will be required to complete clinical make-up at an available clinical facility. Clinical hours are required to be completed as part of the course grade. Students are required to notify the Clinical Coordinator via email the same day of the absence. Documentation for Clinical Absence form must be submitted within 48 hours of absence. The form can be submitted [online](#) or a copy of the form is provided in your student handbook to be completed and returned.
3. Students must arrive at the clinical site fully prepared for the day. Students are required to bring their clinical packet each week and the facility orientation forms on the first day. Failure to adhere to the clinical dress code, missing paperwork or equipment will constitute a Clinical Warning for the first day this occurs and a clinical Unsatisfactory for the second day of unpreparedness on the clinical occurrence form. The instructor has the discretion to send the student home, requiring them to complete clinical make-up at a later time.
4. Each student will be required to attend a clinical make-up day for clinical absences regardless of the reason for the absence. Each student will have to make-up the missed clinical hours at a site determined by the clinical coordinator. The student may receive a Clinical Failure regardless of the course grade after missing > 20% of clinical/simulation hours in the same course. Students may not ask their clinical instructors to provide an opportunity to attend another clinical day to make-up missed clinical hours.
5. Students who fall asleep at clinical will be awakened and given a Clinical Unsatisfactory and may be sent home from clinical. If this behavior occurs again, the student will be sent home from clinical and be required to have a medical release before returning to the clinical site.
6. Students are required to complete the number of clinical hours assigned to each clinical course.
7. Students may not leave the assigned clinical area without permission from the instructor.

### Background Screening

1. All nursing students are required to complete a background check prior to the first semester of enrollment.
2. A result other than "clear" will void nursing acceptance.
3. Students in the program are required to submit a background check update annually; must be completed on or prior to the date of the previous year's background check.
4. Background checks must be done through the college approved vendor.
5. All background checks or updates are at the student's expense.
6. Clinical agencies have the right to refuse placement of clinical students based on background check results.
7. Any offense resulting in an arrest which occurs after an initial background check must be reported to the Nursing director within 72 hours of the arrest and a Background Check Update will be necessary for continuation in the nursing program.
8. Students can appeal dismissal based on background screening results. More information can be found in the WSCC course catalog. The appeal form can be found [here](#).

## **Conduct and Responsibility**

1. Students must maintain HIPAA compliance at all times.
2. Students are expected to complete all assignments independently and within the timeframe designated by the clinical instructor, even in the event of a clinical absence. Failure to complete assignments as directed may result in a Clinical Warning or Unsatisfactory grade.
3. Students are expected to demonstrate clinical behaviors as taught in the nursing lab. Agency policy supersedes WSCC policy when procedures or policies related to clinical care of patients differ.
4. Students are not permitted to question techniques or correct hospital staff or physicians. If a student has a question or concern about techniques or procedures observed, then the student should discuss this privately with their instructor who will be responsible for passing the concern on to the charge nurse or manager. It is not part of the student role to monitor or critique the techniques of the staff.
5. Incivility will not be tolerated in the clinical setting. Students are required to speak with respect to their instructors, classmates, hospital staff, patients, and visitors. Students cannot use derogatory comments, offensive gestures, or language in the clinical setting. Students are expected to maintain a professional demeanor and exhibit sensitivity while at clinical and refrain from loud talking or laughing in patient areas.
6. Students should expect to provide many aspects of care in the clinical setting including personal hygiene, assessment, documentation, medication administration and communication. Students should anticipate performing the role of the patient care tech, housekeeping, practical nurse, and registered nurse during their clinical day.
7. Students are expected to exhibit enthusiasm, eagerness, and willingness to learn while at clinical regardless if the student is interested in that particular area of nursing. It is inappropriate to comment on or give the impression that the student is not interested in a particular area of nursing. Patients and staff should perceive a genuine interest in learning from the student.
8. Students are required to provide a contact phone number and email address to the clinical instructor in the event he/she needs to reach the student in an emergency.
9. Students are responsible for maintaining accurate Lion Alert contact information in the event of school closings/delays.
10. Students may not exchange money or accept gifts from clients or personnel. Students are discouraged from giving gifts to clinical faculty; cards are preferred.

## **CPR**

All students must provide documentation of CPR certification by uploading to his/her immunization tracker account (BLS for the Healthcare Professional from AHA or the American Red Cross) annually until the program is completed; no online certifications accepted. Appropriate documentation of certification from an acute care agency in which the student is employed is accepted. Wallace State Community College may also provide the opportunity for certification through enrollment in EMS 100. Dates and deadlines will be available at the initial nursing orientation.

## **Dress Code**

1. The Wallace State Community College official school uniform consists of:
  - Wink brand scrub uniform in color royal blue with school patch on the upper left side of the scrub top.
  - White lab coat or Wink royal blue uniform jacket are optional with the school patch on the left sleeve.
  - Head-coverings must be Wink brand and royal blue in color.
  - Students must purchase uniforms through the official WSCC vendor.
  - Students may wear a solid white undershirt.
  - Plain white or black leather duty shoes are recommended (no clogs, clog-like shoes, open-toed or shoes without a back). Mesh shoes are allowed but cannot be a bright or neon color. Sock color must coordinate with shoe color.
  - Photo ID name badge (worn on front of scrub top) with picture visible.
  - Items required for every clinical: Stethoscope, black ink pen, pen light, bandage scissors, calculator, and wristwatch that records time in seconds – no internet watches allowed.
2. The only exception to the approved school uniform is for pregnancy. The student must have the maternity uniform approved by the DNE prior to wearing it during clinical experiences. The WSCC patch must be worn on left chest of maternity uniform.
3. Students will not be permitted in the clinical area unless they are in complete uniform. Any exceptions are at the discretion of the instructor, i.e. special experiences, psych clinical, at agency to obtain assignment.
4. School uniforms are worn only when functioning in the role of a WSCC student nurse. Uniforms will be worn when on campus for nursing classes or exams as well as lab, simulation and clinical experiences. School uniforms may NOT be worn for any employment situation or after class/clinical hours. Absolutely no public alcohol consumption while in WSCC clinical dress is allowed.
  - For classroom only, the uniform may be modified to include an approved WSCC t-shirt instead of scrub top.
  - For testing only, the uniform may be modified to include an approved WSCC sweatshirt over the uniform scrub top.
5. Good personal hygiene is required.

6. Nails must be short and clean. Use of any type of artificial nails is strictly prohibited. Only clear nail polish is allowed unless prohibited by agency policy. Clinical students may only use hand lotion that is provided by the agency.
7. Perfumes, colognes, perfumed body lotions, or after shave may NOT be worn while in uniform/scrubs.
8. Uniform/scrubs must be neat, clean, and in good repair without stains or wrinkles. Shoes and shoestrings must also be clean.
9. When permitted to wear street clothes, students are expected to utilize good taste. Clothing such as T-shirts with logos, jeans, tight, low-cut, or revealing clothing, athletic shoes or high heels are all considered inappropriate and unacceptable in the professional role. If you are in doubt, contact the clinical instructor prior to attendance.
10. Jewelry is restricted while in uniform/scrubs to a watch with a second hand, wedding ring, and conservative stud jewelry in the ears and nostrils. No decorative necklaces, bracelets, program insignia (i.e., EMT or LPN) or other pins are allowed to be worn while representing the school. Smart/computer watches are not permitted. Medic Alert jewelry may be worn if necessary.
11. Piercing is only allowed in the ear and nostril. Clear retainers are preferred, however conservative stud jewelry is permissible. The piercing policy is subject to change and at the discretion of the clinical site.
12. Hair is to be neat, clean and worn in a simple off-the-collar style (back from the face and not obscuring vision). No extreme hair color; only naturally occurring hair color.
13. Use of any tobacco products during clinical is prohibited on the agency campus, including but not limited to the smoking area provided for staff. Electronic cigarettes are not permitted
14. Tattoos may be uncovered if they are not offensive or frightening. Tattoos that must be covered include slogans/graphics that refer to alcohol, drugs or tobacco; displays of vulgar or suggestive writing; graphics which promote activities or products prohibited by the school code of conduct; graphics that could be perceived as upsetting or frightening. Tattoo coverage policies are subject to change and are at the discretion of the clinical site.
15. Conservative make-up may be worn.
16. No hair ribbons, bows or ornaments are permitted. Headbands are permitted but must be solid black or brown in color. Long hair must be worn up or tied back away from the face.
17. It is recommended to wear a plain white T-shirt under a scrub top (no logos or decoration). White is the only color permitted to wear with scrubs.
18. Neatly trimmed and groomed mustache or beard is permitted and must be short enough for a face mask to fit face.

### **Drug Testing**

All students in the nursing program are required to submit to annual, random, and/or for-cause drug testing. Drug testing is at the student's expense (fee is attached to tuition each semester). Refusal to submit to testing as required will be considered cause for dismissal from the program. Students can appeal dismissal based on drug testing results. More information can be found in the WSCC course catalog. The appeal form can be found [here](#).

### **Electronic Device Policy**

1. Students may bring an electronic device (phone, tablet, laptop) to clinical at their own risk. There is no way to secure access to the area where students leave their possessions. The Wallace State Community College Department of Nursing Education faculty and staff are not responsible for lost/stolen devices.
2. Devices should be kept silent, do not disturb, airplane mode, or turned off while in patient care areas, as well as the cafeteria. Students may use their devices in the designated areas to document electronic medical record, look up drugs, disease processes, etc. as needed for taking care of patients during the clinical day.
3. Devices are only to be used in designated non-patient care areas (such as the conference room). Students who have a device out in other areas will receive a "U" and be sent home from clinical.
4. The device is not intended for personal use during the clinical day. Students found texting, accessing social media, making phone calls, or other activities not related to patient care will receive a "U" and be sent home from clinical. Additionally, if the device rings/vibrates during the clinical day, the student may receive a "U" and be sent home from clinical.

### **Evaluation**

The clinical evaluation is an educational tool as well as an evaluative process. Various objective methods are used to evaluate satisfactory achievement of the clinical objectives for each nursing course.

1. Students should expect constructive feedback from their clinical instructors and recognize that this feedback is not personal but rather given to assist the student in meeting the course objectives and the goals of the professional nurse.
2. Students are expected to meet pre-determined objectives in each clinical nursing course. Progress in meeting these objectives is assessed by process and outcome evaluations. Students are encouraged to discuss all clinical concerns with the assigned clinical instructor as the first step in clarifying clinical issues or concerns.
3. The clinical coordinator assumes the responsibility to schedule a conference with the student at any time deemed appropriate during the semester. The student may also request student-faculty conferences during

the semester.

4. Students are expected to meet the clinical objectives in order to progress in the program of studies. Three unsatisfactory demonstrations of required clinical skills (either a single, repeated behavior or a combination of behaviors) will result in a grade of "F" in the nursing course regardless of other course grades. The grade will be assigned at the time of the third occurrence, and the student will not continue in the course.
5. All unsatisfactory incidents will be discussed with the student within an appropriate time frame. The Clinical Coordinator may wish to seek feedback from other DNE faculty members or the director prior to discussing the incident with the student. The discussion may be held with another faculty member or agency staff member present. All incidents will be documented in writing in the evaluation along with a plan of action and time frame for improvement of performance.
6. Students are encouraged to discuss all clinical concerns initially with the assigned clinical instructor, then with their lead course instructor and/or clinical coordinator. A student who receives a (0) or Unsatisfactory may request a faculty conference.
7. Competency of clinical behaviors is expected to be demonstrated in the initial course in which the behavior is taught as well as in successive courses. Failure to demonstrate and validate continued competency of clinical behaviors could result in failure to progress in the nursing sequence.

### **Insurance**

1. Students enrolled in nursing are required to have liability (malpractice) and accident insurance each semester. The insurance cost is paid with semester registration fees.
2. Students are required to have medical insurance. Most healthcare agencies require students to have medical insurance in order to participate with that agency. Student must have proof of health insurance uploaded to his/her Immunization tracker account prior to beginning any nursing course.
3. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student. The required school accident insurance policy WILL NOT cover all of this expense. Students are responsible for any costs not covered by this policy.
4. Students are required to immediately notify the DNE of any changes in insurance status.

### **Medication Administration**

Students should review medications prior to administration and be prepared to validate classification, safe dose, and any nursing considerations. In addition, the student may be asked to verify fluid rate, dilution, and compatibility with IV meds.

1. An instructor or Registered Nurse designee ALWAYS observes the preparation of each medication.
2. Students must demonstrate knowledge of the medication's desired effects, side effects and nursing implications when administering each medication.
3. Clients must be identified prior to administering medication. Two identifiers as determined by The Joint Commission Standards and agency policy are mandatory.
4. Instructors may use direct or indirect supervision of the actual administration of non-parenteral medications to adult clients.
5. All medications administered to pediatric clients are to be supervised directly by instructor or RN designee.
6. All parenteral medications administered are to be supervised directly by instructor or RN designee.
7. Prior to administering medications in the clinical setting, the student must have satisfactorily completed the medication skills check-off in the campus laboratory and have passed any required drug calculation competency test.
8. Students are required to demonstrate accuracy in dosage calculations in all nursing courses.
9. Students will be referred to the campus laboratory to revalidate medication skills if unable to safely demonstrate medication skills in the clinical laboratory.
10. Failure to abide by the Medication Administration policies may result in a clinical warning, unsatisfactory or failure of the course, depending on the situation.

### **Photo Identification**

1. All students are required to have a photo identification badge to utilize in clinical agencies.
2. Photo IDs will be taken on the WSCC campus.
3. The student may be responsible for the cost of the photo ID and any replacement.
4. Students may be dismissed for the day from the clinical experience and sustain a "U" (Unsatisfactory) on the clinical evaluation tool if he/she does not have the ID badge in full view while in the clinical agency.
5. Students are required to wear WSCC Nursing ID badge to all classes/labs and college activities.
6. Students are required to wear WSCC Nursing ID badge to all testing locations.
7. WSCC Nursing ID badge must be returned to DNE upon non-progression or withdrawal from the nursing program.

## Physical Examination/Immunizations

1. An annual physical examination is required for all students in the program. These will be uploaded and maintained by the student through his/her immunization tracker account. All documentation will be reviewed.
2. All students are required to submit proof of required immunizations or screening tests. These include, but may not be limited to: a two-step TB skin test (Mantoux type) is required initially unless student provides proof of a skin test within previous 12 months (if official documentation is presented, a one-step is sufficient); if TB screening is positive, a chest x-ray will be required (Chest x-ray will be needed for initial admission and is good for 2 years), healthcare provider can then sign off that the student is free of infectious disease. Negative T-Spot, negative IGRA or negative QuantiFERON Gold Blood test accepted in lieu of either the two step or 1 step); Chicken Pox; Measles, Mumps, Rubella (MMR –requires documentation of two doses or a titer establishing immunity); Tetanus; Hepatitis Series (or waiver signed). If a student has not had a pertussis booster, it is required that they receive a TDAP. An annual flu vaccination is required.
3. Students WILL NOT BE permitted in the clinical facility without a current physical examination and proof of immunizations uploaded to the student's immunization tracker account prior to the start of clinical.
4. In the event of but not limited to such circumstances as pregnancy and delivery, hospitalization, prolonged illness, injury, or surgery, the student will be required to submit a release form from the approved healthcare provider that he/she is fit for duty prior to return to the clinical area. Pregnant students must submit the release for clinical at the beginning of each academic semester during the pregnancy and following delivery. These releases are to be submitted to the Clinical Coordinator for review prior to returning to clinical rotations. A copy of the Release to Return to Clinical/Fieldwork/Lab Responsibilities form is provided in your student handbook to be completed and returned.
5. The DNE reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate. Students must immediately notify the DNE of any changes to his/her essential function status.
6. The DNE complies with the Americans with Disabilities Act of 1990 and Public Law 102-141 (the Infected Health Care Worker Act).

**Wallace State Community College  
Department of Nursing Education  
Nursing Clinical Hours**

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**NUR 112**

45 hours of clinical

- 15 hours in a pediatric-focused setting including 2 days at area schools for KidCheck and SWELL event
- 30 hours in either a long-term care setting or a hospital facility

**NUR 113**

135 hours of clinical

- 80 hours in a hospital setting (one day a week) for adult health
- 12 hours in pediatric-focused setting
- Other clinical hours and exercises will be done in simulation and in-class activities

**NUR 114**

135 hours of clinical

- 80 hours in a hospital setting for adult health
- 18 hours of mental health in a hospital setting
- 9 hours of maternal/newborn-focused setting
- Other clinical hours and exercises will be done in simulation
- There may be some weeks when students have two clinicals

**NUR 115**

45 hours of clinical

- 3 preceptorship days in long-term care facilities or a hospital facility
- Other hours will be completed with in-class activities

**NUR 211**

135 hours of clinical

- 70 hours of complex adult health
- 16 hours of pediatric care
- 12 hours of maternal/infant care
- 12 hours of mental health
- The remaining hours will be simulation
- There will be weeks when you will have two clinical days

**NUR 221**

180 hours of clinical

- 144 preceptorship hours in an acute care facility
- Other clinical hours will be done with in-class activities

Rev. 02/2025

NOTE: Nursing curriculum clinical hours subject to change.

**Wallace State Community College Department of Nursing Education  
Clinical Facility Sites and Addresses**

<p><b><u>Aspire Cahaba</u></b> 3070 Healthy Way, Vestavia Hills, AL 35243 205-977-7216 <a href="http://aspirephysicalrecovery.com">aspirephysicalrecovery.com</a> County: Jefferson</p>	<p><b><u>Baptist Health Brookwood Hospital</u></b> 2010 Brookwood Medical Center Drive, Birmingham, AL 35209 205-877-1000 <a href="http://baptisthealthal.com">baptisthealthal.com</a> County: Jefferson</p>
<p><b><u>Children's of Alabama</u></b> 1600 Seventh Avenue South, Birmingham, AL 35233 205-939-9100 <a href="http://www.childrensal.org">www.childrensal.org</a> County: Jefferson</p>	<p><b><u>Cullman Regional Medical Center</u></b> 1912 Highway 157, Cullman, AL 35058 256-737-2000 <a href="http://cullmanregional.com">cullmanregional.com</a> County: Cullman</p>
<p><b><u>DCH Tuscaloosa</u></b> 809 University Blvd E, Tuscaloosa, AL 35401 205-759-7111 <a href="http://dchsystem.com">dchsystem.com</a> County: Tuscaloosa</p>	<p><b><u>Decatur Morgan Hospital</u></b> 1201 Seventh Street S.E., Decatur, AL 35609-2239 256-341-2000 <a href="http://www.decaturgeneral.org">www.decaturgeneral.org</a> County: Morgan</p>
<p><b><u>Decatur Morgan Hospital Parkway Campus</u></b> 1874 Beltline Road SW, Decatur, AL 35601 256-350-2211 <a href="http://www.decaturgeneral.org">www.decaturgeneral.org</a> County: Morgan</p>	<p><b><u>Decatur Morgan West</u></b> 2205 Beltline Road, Decatur, AL 35601 256-306-4000 <a href="http://www.decaturgeneral.org">www.decaturgeneral.org</a> County: Morgan</p>
<p><b><u>Gadsden Regional Medical Center</u></b> 1007 Goodyear Avenue, Gadsden, AL 35903-1195 Phone: 256-494-4000 <a href="http://www.gadsdenregional.com">www.gadsdenregional.com</a> County: Etowah</p>	<p><b><u>Good Samaritan Health Clinic</u></b> 401 Arnold St. NE, Cullman, AL 35055 Facility Phone: 256-775-1389 County: Cullman</p>
<p><b><u>Grandview Medical Center</u></b> 3690 Grandview Parkway, Birmingham, AL 35243 205-971-1000 <a href="http://www.grandviewhealth.com">www.grandviewhealth.com</a> County: Jefferson</p>	<p><b><u>Hanceville Nursing and Rehab</u></b> 420 Main St NE, Hanceville, AL 35077 Facility Phone: 256-352-6481 County: Cullman</p>
<p><b><u>Huntsville Hospital</u></b> 101 Sivley Road, Huntsville, AL 35801 256-265-1000 <a href="http://www.hhsys.org">www.hhsys.org</a> County: Madison</p>	<p><b><u>Madison Hospital</u></b> 8375 Hwy 72 West, Madison, AL 35758 256-265-2012 <a href="http://www.madisonhospital.org">www.madisonhospital.org</a> County: Madison</p>
<p><b><u>Marshall Medical Center North</u></b> 8000 AL-69, Guntersville, AL 35976 256-571-8000 <a href="http://www.mmcenters.com">www.mmcenters.com</a> County: Marshall</p>	<p><b><u>Marshall Medical Center South</u></b> Highway 431 North, Boaz, AL 35957-0758 256-593-8310 <a href="http://www.mmcenters.com">www.mmcenters.com</a> County: Marshall</p>
<p><b><u>Baptist Health Princeton Hospital</u></b> 701 Princeton Avenue, Birmingham, AL 35211 205-783-3000 <a href="http://baptisthealthal.com">baptisthealthal.com</a> County: Jefferson</p>	<p><b><u>Riverview Regional Medical Center</u></b> 600 South 3rd Street, Gadsden, AL 35999-0268 265-543-5200 <a href="http://www.riverviewregional.com">www.riverviewregional.com</a> County: Etowah</p>
<p><b><u>The Sanctuary at the Woodlands</u></b> 1910 Cherokee Ave, Cullman, AL 35056 256-255-0820 <a href="http://www.thesanctuaryatthewoodlands.com">www.thesanctuaryatthewoodlands.com</a> County: Cullman</p>	<p><b><u>Baptist Health Shelby Hospital</u></b> 1000 1st St N Alabaster, AL 35007 205-620-8100 <a href="http://baptisthealthal.com">baptisthealthal.com</a> County: Shelby</p>
<p><b><u>TLC Oneonta</u></b> 212 Ellen Street, Oneonta, AL 35121 205-625-3520 <a href="http://www.tlcnursingcenter.com">www.tlcnursingcenter.com</a> County: Blount</p>	<p><b><u>UAB Highlands</u></b> 1201 11th Avenue South Birmingham, AL 35205 205-930-7000 <a href="http://www.uabmedicine.org">www.uabmedicine.org</a> County: Jefferson</p>
<p><b><u>UAB St. Vincent Birmingham</u></b> 810 St. Vincent's Drive Birmingham, AL 35202-2407 205-939-7000 <a href="http://uabstvincents.org">uabstvincents.org</a> County: Jefferson</p>	<p><b><u>UAB St. Vincent Blount</u></b> 150 Gilbreath Drive Oneonta, AL 35121 205-274-3000 <a href="http://uabstvincents.org">uabstvincents.org</a> County: Blount</p>
<p><b><u>UAB St. Vincent East</u></b> Medical Park Drive E Birmingham, AL 35235 205-838-3000 <a href="http://uabstvincents.org">uabstvincents.org</a> County: Jefferson</p>	<p><b><u>University of Alabama Hospital (UAB)</u></b> 619 19th Street South Birmingham, AL 35249-6505 205-934-3411 <a href="http://www.uabmedicine.org">www.uabmedicine.org</a> County: Jefferson</p>
<p><b><u>VA Medical Center</u></b> 700 19th Street South Birmingham, AL 35233 205-933-8101 <a href="http://www.birmingham.va.gov">www.birmingham.va.gov</a> County: Jefferson</p>	<p><b><u>Baptist Health Walker Hospital</u></b> 3400 Highway 78 Bypass Jasper, AL 35502 205-387-4000 <a href="http://baptisthealthal.com">baptisthealthal.com</a> County: Walker</p>
<p><b><u>Woodland Village</u></b> 1900 Olive Street SW Cullman, AL 35055 256-739-1430 <a href="http://woodlandvillagerehab.com">woodlandvillagerehab.com</a> County: Cullman</p>	<p>Additional Agencies Used* Cullman and Blount County Schools This is not an inclusive listing and is subject to change.</p> <p>Rev. 02/2025 The faculty reserves the right to make changes or alterations to the health care agencies or facilities used to meet course objectives.</p>

## The Alabama College System Nursing Programs Essential Functions

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

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

In order to be admitted and to progress in the nursing program one must 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 by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

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

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

### 2) Communication/ Interpersonal Relationships

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

### 3) Cognitive/Critical Thinking

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

### 4) Motor Function

- a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction

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

**5) Professional Behavior**

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

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

Requests for reasonable accommodations should be directed to Lisa Smith, Director of Special Populations, at 256.352.8052 or at [lisa.smith@wallacestate.edu](mailto:lisa.smith@wallacestate.edu).

**Wallace State Community College  
Department of Nursing Education  
Policy Regarding Barrier Precautions**

The Wallace State Community College Nursing Department supports the CDC recommendations that health care workers take blood and body fluid precautions with **ALL** patients.

OSHA guidelines and updates are posted on the bulletin board in the nursing laboratory. The following policies are set forth. **ALL STUDENTS WILL:**

1. Wash hands before and after contact with patients (even if gloves are worn).
2. Wear gloves when touching blood and body fluids, mucus membranes, or broken skin of all patients (e.g. newborn infant, oral care, catheter management, injections, perineal care).
3. Wear gloves when handling items or surfaces soiled with blood or body fluids (e.g. soiled bed lines, specimen collection, and bed pans).
4. Wear gloves when performing an injection, venipuncture or discontinuing an intravenous infusion.
5. Wear masks, protective eye wear or glasses and protective clothing during procedures that may cause splattering of blood or other body fluids.
6. Wear gowns, gloves, and protective eye wear while assisting in vaginal or caesarean deliveries and while handling the placenta or the infant until the blood and amniotic fluid have been washed from the skin. Also, wear gloves during post-delivery care of the umbilical cord and post-partum care of the mother.
7. Wash hands **IMMEDIATELY AND THOROUGHLY** if they become contaminated with blood or other body fluids (includes, but is not limited to hemovacs, urine, body drainage, N-G tubes).
8. Place used disposable syringes and needles and other sharp items in puncture-resistant containers for disposal. **DO NOT RECAP OR BREAK DISPOSABLE NEEDLES OR SYRINGES. IF RECAPPING IS UNAVOIDABLE, USE THE ONE-HAND SCOOP METHOD.**
9. **NEVER** breach the integrity of a sharps container by opening it or attempting to retrieve an item placed in it.
10. Immediately following any exposure, cleanse area first then notify faculty. Faculty will follow agency and WSCC policy.
11. Document knowledge of barrier precautions and OSHA guidelines by signing appropriate form.

**Wallace State Community College  
Department of Nursing Education  
Intravenous Infusion Policy**

1. Students must review written guidelines for administering intravenous solutions/medications in the clinical setting prior to administering IV medication/fluids.
2. Prior to administering intravenous medications in the clinical setting, students **must** demonstrate skill in intravenous medication safety and precautions according to established criteria.
3. Prior to starting an intravenous infusion in the clinical setting, students must successfully demonstrate skill in intravenous infusion in the campus laboratory setting according to established criteria.
4. In the clinical setting and **only under direct supervision by WSCC Instructor or Registered Nursing designee**, students may:
  - a. Begin an intravenous infusion through a peripheral site, within two attempts.
  - b. Administer IV medication through a saline-lock (direct push or piggy-back tubing).
  - c. Administer medications through a primary/secondary or soluset set-up.
  - d. Flush saline through a saline lock.
  - e. Change solution bags/bottles.
  - f. Change intravenous tubing and dressings.
  - g. Flush central venous lines per agency policy. May not initiate access of central line.
5. Nursing students may not initiate or add blood or blood products to an intravenous infusion or perform arterial sticks of any kind (ex: ABGs)

\*Individual agencies may vary as to the intravenous medication administration. When this occurs, agency policy will supersede institutional policy.

## Glossary of Terms

Term	Definition	Agency / Department
Academic Integrity	Mature behavior patterns that demonstrate a positive attitude and conduct above reproach.	Department of Nursing Education (DNE)
Approved Health Care	A licensed physician, physician assistant or Certified Registered Nurse Practitioner Provider (CRNP)	DNE
Campus Laboratory	A laboratory experience on campus which provides the student with simulated practice for selected nursing skills.	DNE
Clinical Agency	A facility which provides the student with required or supplemental clinical experiences with clients across the lifespan.	DNE
Clinical Decision Making	A type of decision-making that combines clinical expertise, patient concerns, and evidence gathered from nursing science to arrive at a diagnosis and treatment recommendations within the scope of practice.	Alabama Community College System (ACCS) Nursing Faculty
Clinical judgement	An iterative decision-making process that uses nursing knowledge to: *Observe and assess presenting situations *Identify a prioritized client concern *Generate the best possible evidence-based solutions in order to deliver safe client care	NCSBN (2018)
Clinical Warning (CW)	Clinical behavior and/or work does not meet all aspects of the performance described in the behavior or performance is inconsistent. When a CW is awarded, the student is given specific criteria required to convert the CW to an Satisfactory (S).	DNE
Community	A group of people with diverse characteristics who are linked by social ties, location, culture, or the sharing of joint actions.	National Institute of Health
Concept	A common characteristic that organizes information into cohesive categories that facilitates attainment of the knowledge and skills necessary to provide patient centered care within the family and community context. For example, the concept of oxygenation is relevant to many health alterations, including: asthma, CHF, COPD, anemia, pneumonia, postpartum hemorrhage, pre-op/post-op care, SIDS etc.	Alabama Community College System (ACCS) Nursing Faculty
Co-requisite Course	Courses that are taken in conjunction to a specified course. These are often in the form of associated laboratory or clinical courses.	Alabama Community College System (ACCS) Nursing Faculty
Course Failure	Lack of demonstration of expected academic and/or clinical behaviors as defined by individual course requirements.	DNE
Developmental	The period from infancy through adolescence.	ACCS Nursing Faculty
Diversity	The wide range of human characteristics that make one individual or a group of individuals different from another. Diversity characteristics include, but are not limited to, race, ethnicity, culture, gender identity and expression, age, national origin, religious beliefs, work sector, physical ability, sexual orientation, socioeconomic status, level of education, marital status, language, physical appearance, and neurocognitive differences.	ACEN 2023
DNE	Department of Nursing Education	DNE
Equity	The use of intentional actions and efforts to ensure fair treatment, access, opportunity, and advancement for all individuals.	ACEN 2023
Evaluation	A method used to determine the degree of progress a student has achieved.	DNE
Evidenced Based Practice	Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.	Quality and Safety Education for Nurses (QSEN)
Exemplars	Minimum suggested activities and/or frequently seen alterations taught within a module of instruction representing commonly occurring concepts of health, wellness, and illness.	Alabama Community College System (ACCS) Nursing Faculty

End-of-Program Student Learning Outcomes	Statements of learner-oriented, practice-ready expectations written in measurable terms that express the knowledge, skills, or behaviors that the students should be able to demonstrate upon completion of the nursing program, regardless of the nursing program option.	ACEN 2023
Fit for Duty	A statement by an approved health care provider that a student meets the Essential Functions and may engage in theoretical and/or clinical activities without undue restrictions which may interfere with the ability to meet course requirements.	DNE
Graduate Competencies	Expected, measurable levels of graduate level nursing performance that integrate knowledge, skills, and behaviors in the specialty area. Competencies may include, but are not limited to, specific knowledge areas, clinical judgments, and behaviors based upon the role and/or scope of practice consistent with the level of nursing education.	Accreditation Commission for Education in Nursing (ACEN) 2024
Health Care Domain	Contains the competencies identified by the Institute of Medicine including Evidence-Based Practice, Informatics, and Quality Improvement as well as elements essential to the delivery of safe and effective client care from the nursing perspective.	QSEN / North Carolina Concept-based Learning Editorial Board 2011
Human Flourishing	Human flourishing is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. It encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. Achieving human flourishing is a life-long existential journey of hopes, achievements, regrets, losses, illness, suffering, and coping. The nurse helps the individual to reclaim or develop new pathways toward human flourishing.	National League for Nursing (NLN 2014)
Inclusion	The intentional and continuing efforts in which all individuals respect, support, and value others. An inclusive environment provides equitable access to opportunities and resources and offers respect in words and actions for all.	ACEN 2023
Individual Domain	Relating to the individual as a holistic, complex, multidimensional, unique, significant being with health, wellness, illness, quality of life, and achievement potential.	Alabama Community College System (ACCS) Nursing Faculty
Informatics	Use of information and technology to communicate, manage knowledge, mitigate error, and support decision making.	QSEN
Information literacy	The ability to identify appropriate sources of information, evaluate the quality and applicability of the information obtained, and use the information in nursing practice to enhance patient care and outcomes, and effectively communicate with other healthcare professionals.	ACEN 2023
Knowledge, Skills, and Abilities (KSA) Indicators	An alpha-numeric designator indicating the scope and depth of student learning and level of teaching and measurement by faculty. KSAs represent terminal levels and should be represented by adequate coverage within all measurement instruments related to the specified student learning outcome.	ACCS
Medical Emergency	A sudden, often unforeseen event that threatens health or safety.	ACCS Nursing Faculty
Meta-Concept	An abstract, higher-level concept designating other concepts that analyze the original concept.	ACCS Nursing Faculty
NLN	National League for Nursing.	NLN 2014
Nursing Domain	Concepts essential to the practice of nursing and unique to the contributions nurses make to the health care team. Key among these concepts is clinical decision making and caring interventions.	North Carolina Concept-based Learning Editorial Board 2011

Nursing Judgment	Clinical judgment refers to ways nurses come to understand the problems, issues, or concerns of clients/patients, to attend to salient information, and to respond in concerned and involved ways (Benner, 2010). Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and the nurse's practical experience. Making clinical decisions is rooted in the nurse's theoretical knowledge; ethical perspectives; relationships with patients, the patient's caregivers, and the community; and understanding of the influence of systems on health care outcomes.	NLN 2014
Patient Centered Care	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.	QSEN
Plan of Instruction (POI)	This document is used to establish standardized instruction throughout the college system for a specified course and outlines minimum content, objectives, scope of instruction, and student evaluation. Faculty members may exceed the content but must include all content provided in the POI. Faculty members use this document to make decisions related to delivery of the course to include methodology, instructional materials, and sequencing.	ACCS
Point of Care	Electronic documentation and testing at or near the site of patient care.	ACCS Nursing Faculty
Prerequisite Courses	Courses that must be successfully completed prior to admission into a specified course.	ACCS
Professional Identity	Professional identity is defined as including both personal and professional development. It involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, reflects, and grows in the profession. Internalization of ethical codes of conduct is imperative. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Integral to this outcome is the nurse's commitment to advocacy for improved health care access and service delivery for vulnerable populations and to the growth and sustainability of the nursing profession.	NLN 2014
QSEN	Quality and Safety Education for Nurses	QSEN
Quality Improvement	Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.	QSEN
Reproductive/Childbearing	The antepartum, intrapartum, and postpartum periods of pregnancy from conception to 6 weeks after birth.	ACCS Nursing Faculty
Safety	Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.	QSEN
Satisfactory Evaluation	Student demonstrated knowledge and preparation in performing all aspects of the behavior.	DNE
Scope of Practice	Nursing practice standards and guidelines that clarify the roles and relationships associated with regulation of nursing practice.	American Nurses Association (ANA)
Shall / Will / Must	A requirement.	DNE
Should / Ought	A recommendation.	DNE
Skills Validation	Instructor observation and documentation of student's competency.	ACCS Nursing Faculty
Spirit of Inquiry	Spirit of inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problem-solving. The spirit of inquiry suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in both predictable and unpredictable situations.	NLN 2014

Student Learning Outcomes	Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-oriented abilities that are consistent with standards of professional practice.	ACEN
Student Learning Outcomes Test Blueprint	Used to ensure adequate sampling of student knowledge as specified by the cognitive student learning outcomes within a specific module.	ACCS
Teamwork and Collaboration	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.	QSEN
Therapeutic Communication	A process in which the nurse consciously influences a client or helps the client to a better understanding through verbal or nonverbal communication. Therapeutic communication involves the use of specific strategies that encourage the patient to express feelings and ideas and that convey acceptance and respect.	Mosby's Medical Dictionary
Unsatisfactory Evaluation	Clinical behavior and/or work is either unsafe, inconsistent, or inadequate in meeting all aspects of the performance described in the behavior. When a U is given for the first time, the student is given specific criteria required to convert the U to an S	DNE
Wellness	A state of well-being that includes self-responsibility; an ultimate goal; a dynamic, growing process; daily decision making in the areas of nutrition, stress management, physical fitness, preventive health care, and emotional health; and, most important, the whole being of the individual.	North Carolina Concept-based Learning Editorial Board 2011

Rev. 02.2025

Wallace State Community College  
Department of Nursing Education  
Documentation for Clinical Absence



Online form submission link: <https://forms.office.com/r/qN8uNYvYpa> or scan QR code to submit online form

STUDENT Name (Please print) \_\_\_\_\_

STUDENT NUMBER (A#) \_\_\_\_\_

Circle Course: 112 113 114 115 209 211 221

Documentation of Clinical Absence is required for any student absence from clinical regardless of the reason. If proper documentation is not submitted, students will not be eligible to make-up the clinical hours resulting in the inability to meet clinical course requirements.

**Students are required to notify their clinical instructor along with emailing the clinical coordinator when an absence occurs on the day that the absence occurs.**

Students must also attach a copy of the email sent to the clinical coordinator along with this form. This form must be submitted and signed by the clinical coordinator or course instructor within 48 hours of the clinical absence.

**Clinical Coordinator Contact:** Susan Copeland, MSN, RN [susan.copeland@wallacestate.edu](mailto:susan.copeland@wallacestate.edu)

Date of Absence: \_\_\_\_\_ Clinical Site: \_\_\_\_\_

Reason for Clinical Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLINICAL INSTRUCTOR NOTIFICATION:**

Person student spoke to: \_\_\_\_\_

Date and Time of Notification: \_\_\_\_\_

**CLINICAL COORDINATOR NOTIFICATION:**

Date and Time Clinical Coordinator Notified: \_\_\_\_\_

***Email notification to support reason for absence must be attached to this form. This form MUST be signed by the clinical coordinator or course instructor within 48 hours of the clinical absence.***

***By signing this form, I understand that it will become part of the student file and that make-up clinical(s) are at the end of the semester and are subject to alternative formats at the discretion of the WSCC NURSING DEPARTMENT.***

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

Date \_\_\_\_\_

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

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

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

If Student is a minor

Clinical Coordinator Use Only:

Date Received: \_\_\_\_\_  
(rev. 03.2025)

Signature: \_\_\_\_\_

**Wallace State Community College  
Department of Nursing Education  
Request for Influenza Vaccine Exemption**

**Request for flu exemption must be submitted to CastleBranch no later than October 1 each year.** A licensed physician, physician assistant, or nurse practitioner must complete the medical exemption statement and provide his/her information below. I understand that should my exemption application be approved and should the prevalence of influenza within the community rise to a concerning level, WSCC-DNE Administration may institute additional controls to limit the spread, such controls may include wearing a face mask or clinical reassignment.

Student ID: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Cell Phone : \_\_\_\_\_ Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature \_\_\_\_\_

---

I am requesting exemption from the influenza vaccine for the following reason:

- Medical (must complete Provider Section below)
- Non-Medical (Religious/personal)

---

**Provider Section**

**Physician/Provider Instructions:** Completing this form verifies that different methods of vaccinating against influenza have been considered, and that the following medical contraindication precludes vaccination for influenza. Guidance for medical exemptions for influenza vaccination can be obtained from the most recent recommendations of the Advisory Committee on Immunization Practices (ACIP), available in the Centers for Disease Control and Prevention publication, Morbidity and Mortality weekly report: [cdc.gov/flu/professionals/acip/index.htm](http://cdc.gov/flu/professionals/acip/index.htm).

**Document the patient's CDC contraindication to receiving the influenza vaccine. If more space is needed, attach additional sheets to this form.**

- History of Guillain-Barre syndrome
- Full Medical Exemption
- Anaphylactic reaction due to components of flu vaccine
- Partial Medical Exemption

Provider's Comments:

---

Signature of Health Care Provider: \_\_\_\_\_

Printed Name of Health Care Provider: \_\_\_\_\_

Date: \_\_\_\_\_

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Last revised 03/2025

## Appendix A

### 2025-2026 Health Science Division Handbook

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### Academic Integrity Policy

This Health Science Division Academic Integrity Policy is supplementary to the "Student Code of Conduct." All Health Science Division students are expected to abide by the Honor Code. Behavior which compromises the integrity of the assignment or examination process for oneself or others is unacceptable. Academic dishonesty is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct. This behavior will result in a failing grade for the course in which the student is enrolled and ultimately the inability to progress in the program of study. Students who have been found guilty of academic misconduct will not be able to reapply to the program. Behavior which is considered to compromise academic integrity includes but is not limited to:

Prior to examinations:

- Seeking and/or obtaining access to examination materials prior to test administration.
- Unauthorized reproduction and/or dissemination of test materials.

During examinations:

- Sharing information about any of the test materials including sharing of material with use of electronic devices, computers, etc.
- Leaving test area without authorization.
- Possessing and/or using cell phones or other electronic devices.
- Giving or receiving information during the examination.
- Sharing information, resources or reasoning on problems meant to be solved by individuals.
- Disruptive behaviors which affect other examinees, all communication devices must be off.
- Unauthorized reproduction and/or dissemination of test materials.

After examinations

- Sharing information about any of the test materials including sharing of material with use of electronic devices, computers, etc.
- Altering or misrepresenting examination scores.
- Unauthorized reproduction and/or dissemination of test material

I have carefully read the Wallace State Community College Health Science Division Academic Integrity Policy and hereby declare that I will adhere to this policy from the time of signing the acknowledgment and throughout my enrollment in a health program at Wallace State Community College.

_____	_____	_____
Student Printed Name	Student Number	Student Signature
_____		_____
Date		Parent/Legal Guardian Signature (if student is a minor)



## **Acceptable Use of Technology Resources Policy**

These guidelines set forth standards for the responsible and acceptable use of all Wallace State Community College (WSCC) technology resources. Technology resources are defined as all WSCC owned host systems, personal computers, laptops, printers, software, communication devices, interactive video equipment, peripherals and supplies. The standards supplement existing college policy as well as applicable state and federal law or regulations.

The College's technology resources are intended to support the research and educational endeavors of students, faculty and staff. Access to and use of these resources is a privilege and should be treated as such. All students, faculty and staff who access the technology resources are responsible for seeing that the resources are used in an ethical and lawful manner. Unacceptable use is prohibited and can result in privileges being suspended, disciplinary action (to include suspension or dismissal from WSCC), and/or criminal prosecution.

### **User Responsibilities**

1. Users are expected to use technology resources in a responsible and appropriate manner.
2. Educational and research use of campus resources take precedence over any personal use. Use of resources for personal activities such as reading of personal e-mail and internet searches is acceptable as long as it does not prevent someone from using the resource for an institutional purpose and does not violate any of the unacceptable use guidelines.
3. College students, staff and faculty will have priority over community users.
4. Access to technology resources is provided on a first-come, first-served basis and usage may be limited in times of high demand.
5. The user assumes responsibility of the WSCC assigned username and password.
6. All users must adhere to copyright laws. WSCC is not responsible for copyright infringement by a user. Such responsibility shall be solely with the user.
7. Artificial Intelligence (AI) tools and technologies must be used responsibly and ethically. Students are responsible for understanding and adhering to departmental and course requirements regarding AI usage and penalties.
8. Information passing through or stored on any WSCC electronic network, communication or computer system may be seen by others for a variety of reasons. Electronic transactions may be subject to inspection by WSCC without notice.

### **Unacceptable Use**

The following activities are prohibited on all WSCC technology resources. The activities listed are for reference and are not intended to be all inclusive.

1. Altering system software or hardware configurations without authorization of the WSCC Campus Technology department.
2. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, violent or questionable material. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3. Using technology resources for illegal activities. Accessing or attempting to access another user's files, e-mail or other resources without their permission.
4. Allowing unauthorized users to utilize your account, username or password.
5. Using technology resources for commercial or profit-making purposes without written authorization from WSCC.
6. Installing, copying, distributing or using software that has not been authorized by the WSCC Campus Technology department.
7. Originating or proliferating electronic mail, broadcasts or other messages that may be deemed as obscene, abusive, racist, or harassing.
8. Creating and/or distribution of viruses or other destructive programs.
9. Unauthorized release or disclosure of any confidential college or member information.



**Conditions of Use**

1. As a condition of access to use the technology resources, all students must read this policy and are required to sign an acceptable use agreement form.
2. Students who violate this policy are subject to disciplinary action, up to and including dismissal following guidelines provided in the college catalog.

(revised 03/2025)

*I have read the above Policy on Acceptable Use of Technology Resources. I understand the above policy and agree to abide by its guidelines. I also understand the possible penalties associated with failure to adhere to the policy.*

---

Student Printed Name

Student Number

Student Signature

---

Date

---

Parent/Legal Guardian  
Signature (if student is a minor)





## Appeal Process

### Appeal of Program Dismissal Based on Background Screening, Drug Testing Results, or Other Circumstances

Decisions on program dismissal are made in compliance with the published policies. Every effort is made to make sure that decisions are fair and based on the information provided in the report.

If a student has a valid reason to believe that an error has occurred, the student must make an initial contact within seven days of notification of the program dismissal decision. Thereafter, each subsequent appeal, if any, 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, the right to appeal will be waived.

The student shall begin by stating orally and in writing to the program director that the decision for program dismissal was made in error or is unfair and include the justification for the appeal. If the student and the program director cannot successfully resolve the concern, the student may then contact the Dean of Health Sciences. The student must appeal to the Dean by submitting the appropriate form (available from the program director) stating his/her concern with the dismissal decision and describing the prior discussion with the program director. Copies of documentation supporting the student's claim shall be provided with the form. The Dean will review the student's issue. The Dean shall have the authority to call in the program director or ask for the assistance of other WSCC faculty and staff or seek the opinion of an expert in the area under review.

If the student's concern cannot be successfully resolved at this level, the student shall be given the opportunity to take the appeal to the Vice President for Students. Appeal information must be submitted on the proper form (available from the Dean of Health Sciences.) Again copies of any documentation supporting the student's claim shall be included. Once the Vice President for Students has completed the review of the dismissal decision, a written report describing his or her findings and conclusion will be provided to the student, the Dean of Health Sciences, and the Program Director. The decision of the Vice President for Students will be final and not subject to further appeal.

(from [2024-2025 WSCC College Catalog](#)). Forms Available Online at <https://www.wallacestate.edu/current-students/forms.html>

### Grade Appeal Procedure

It is the policy of WSCC that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the work that was completed. 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 an 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, if any, 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 shall begin to accrue on the first class day of the next academic term.

In appealing a grade, the student shall have the opportunity to have his or her concern about the grade reviewed through the following procedures:

The student shall begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair, or both, and include the justification for appeal on the Grade Appeal Form, available online at [www.wallacestate.edu](http://www.wallacestate.edu) under Student Services Forms. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chairperson of that instructor's division,



department, or Program Director. The student shall appeal to the Chairperson by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the Instructor issuing the grade is the Chairperson of the respective division, department, or program, the student may appeal directly to the Division Dean.) The Chairperson will review the student's grade issue. The Chairperson shall have the authority to call in the Instructor or to ask for the assistance of another WSCC Instructor or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student shall be given the opportunity to take the appeal to the appropriate Dean. The faculty member shall also have the right to appeal a decision of the Chairperson to the Vice President for Students. Appeal information must be submitted in writing along with the Grade Appeal Form to the respective Dean. Material submitted must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the Instructor.
3. The term, day(s) of the week, and time of day that the course was taken.
4. A concise description of the student's complaint and narrative explanation of why it is felt that the grade was unfair, inaccurate, or both.
5. The date that the student first took the appeal to the Instructor.
6. A summary of the result of the student's appeal to the Instructor.
7. The date that the student took the appeal to the Division Chairperson or Program Director.
8. A summary of the result of the student's appeal to the Division Chairperson or Program Director.

In addition to the above information, the student and/or instructor should include a photocopy of any and all documents that the student and/or the instructor believe would assist the Dean in reviewing the grade appeal. The Dean shall review the appeal, schedule a meeting with the student if needed, and the Instructor and render a written report within fourteen calendar days after the receipt of all of the appeal information. The Dean shall have the authority to consult with the instructor, the Division Chairperson or Program Director, or other persons who have expertise in the subject area. Once the Dean has completed the review of the grade appeal, a written report describing his or her findings and conclusions will be provided to the student, instructor, and Division Chairperson or Program Director. In the event that the Dean determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the President of WSCC, which has been delegated to the Dean, to render final rulings on grade appeals. Therefore, the decision of the Dean will be final and not subject to further appeal.

**NOTE:** *The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the Vice President for Students will provide a memorandum of the findings, conclusions, recommendations, and/or directives regarding the matter under appeal, to the student, instructor, Division Chairperson or Program Director, and Division Dean.*

(from [2024-2025 WSCC College Catalog](#)). Forms Available Online at <https://www.wallacestate.edu/current-students/forms.html>



## Artificial Intelligence Policy

Artificial Intelligence (AI) tools and technologies must be used responsibly and ethically, aligning with the college's core mission and values. As such, students and faculty must ensure AI usage adheres to the college's standards for honesty and originality in coursework. Students are responsible for understanding and adhering to departmental and course-specific policies on AI usage and the penalties that may be imposed for the misuse of AI within those policies. Any violation of policies for AI usage may result in disciplinary action, including but not limited to failure, suspension, or disciplinary expulsion (see: "Disciplinary Action").

## Background Check Policy for Health Science Division

Education of Health Science Division students at Wallace State Community College requires collaboration between the college and clinical affiliates. Education of these students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible from harm. The college wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Student enrolled in health care educational program must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. It is therefore the policy of Wallace State Community College Health Science Division that students enrolling in health profession programs submit to background checks.

### Guidelines for Background Check on Health Profession Students

#### I. Persons to be Tested

Any student who is accepted into any Health Program at Wallace State Community College will be required to undergo a background check.

#### II. Types of Background Checks

Students shall receive notification of the requirement for the background check prior to admission and upon admission to a health care program.

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- **Positive Identification**
- **Maiden/AKA Name Search**
- **Social Security Number Trace** which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- **Residency History**
- **Education Verification**
- **Employment Verification** which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
- **Healthcare Employment Verification Network Search**
- **Nurse Aide Registry**
- **Professional License/Certification Verification**
- **Personal References/Interviews**
- **Seven Year Criminal Search** reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may



also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.

- **Most Wanted List**
- **National Criminal Database Searches**, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- **Adult and Child Abuse/Neglect Registries**
- **National Sex Offender/Predator Registry Search** which includes a search of the state or county repository for known sexual offenders.
- **Misconduct Registry Search**
- **Office of the Inspector General (OIG) List of Excluded Individuals/Entities** which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
- **General Services Administration (GSA) Excluded Parties List Service** identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
- **Executive Order 13224 Terrorism Sanctions Regulations**
- **Government Suspect /Watch List**
- **Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN)** which includes individuals associated with terrorism and Narcotics Trafficking.
- **FACIS Database Searches includes OIG, GSA, OFAC and other sources.**
- **National Healthcare Data Bank Search and Sanction Report** may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- **Fingerprinting and the National Criminal Information Center** which may reveal National Wants and Warrants information
- **International Criminal**
- **Applicable State Exclusion List**
- **Any Other Public Record**

### III. Consent

Students must sign the appropriate consent(s) for a background check at the time of admission to a health care program. A copy of the signed consent(s) will be maintained in the permanent student record. The student will provide applicable consent(s) to the vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student.

### IV. Background Check Procedure

The background checks will be conducted by a college-designated vendor according to program specific deadlines. Background checks or Background check Updates performed by any other vendor or agency will not be accepted. Students reinstated to a program after an absence from program coursework of one semester or more, will have to repeat background testing.

Students with completed background checks transferring to or starting another healthcare program with uninterrupted time may be allowed to conduct a background check update.

Students enrolled in programs which last longer than one calendar year must have a background check update beginning the fall semester of the second year.

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 undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the healthcare program director who will determine if the student will be allowed to proceed without the background check. No student will be allowed to attend the clinical experience until the full background check process is completed.



Some clinical affiliates may require an additional background check to fulfill requirements above those required by this procedure. If required, the expense of additional background checks will be the responsibility of the student.

#### V. Results

Results of the background check are available to the health care program director. Designees at the clinical affiliate will be provided with a copy, if requested, of negative results for students assigned to that agency.

The student with a positive background check will be informed of the results by the healthcare program designee and/or background check vendor. The student can access a copy of the background check results through the background check vendor website.

Students with a positive background check will be denied assignment to a clinical facility pending resolution of the background check finding. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain 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 the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure implications upon graduation from a health program.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by a program advisor as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be securely filed in the office of the health program. The healthcare program designee will have access to the results of the background check.

Results of any student's background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Any offenses resulting in an arrest which occurs after an initial background check must be reported to the program director within 72 hours of the arrest and a background check update will be necessary for continuation in a health program.

(revised 04/2025)



### Background Check Acknowledgment, Consent and Release Form

I have received and carefully read the Background Check policy and fully understand its contents. I understand that the healthcare program to which I am admitted requires a background check to comply with clinical affiliate contracts. By signing this document, I am indicating that I have read and understand Wallace State Community College's policy and procedure for background checks. I voluntarily and freely agree to the requirement to submit to a Background Check and to provide a negative Background Check prior to participation in clinical learning experiences. I further understand that my continued participation in the healthcare program is conditioned upon satisfaction of the requirement of the Background Check with the vendor designated by the College.

I understand that if I have a positive Background Check and I am denied access to clinical learning experiences at the clinical affiliates(s), that I will be dismissed from the program. A grade of "F" will be recorded for the course(s) if I do not officially withdraw.

I further understand that any offense resulting in an arrest occurring after my admission into a healthcare program must be reported to the program director within 72 hours of the arrest or I will be subject to dismissal from the program.

A copy of this signed and dated document will constitute my consent for release of the original results of my Background Check to the College. I direct that the vendor hereby release the results to the College. A copy of this signed and dated document will constitute my consent for the College to release the results of my background check to the clinical affiliate(s)' specifically designated person(s). I direct the College to hereby release the results to the respective clinical affiliate(s).

I agree to hold harmless the College and its officers, agents, and employees from and against any harm, claim, suit, or cause of action, which may occur as a direct or indirect result of the background check or release of the results to the College and/or the clinical affiliates.

I understand that should any legal action be taken as a result of the Background Check, that confidentiality can no longer be maintained.

I agree to abide by the aforementioned policy. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone. I hereby authorize the College's contracted agents to procure a background check on me. I further understand this signed consent hereby authorizes the College's contracted agents to conduct necessary and/or periodic background checks as required by clinical affiliates.

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Student Printed Name

Student Number

Student Signature

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Date

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Parent/Legal Guardian  
Signature (if student is a minor)



### Campus Photo Release

Office of Communications and Marketing

I (we), the undersigned, do hereby grant to Wallace State Community College, its employees and/or representatives, my (our) unqualified permission to copyright and/or publish and/or sell photographs/video/testimonials of me (us) and/or my child in which I (we) and/or my child may be included in whole or in part, for art, advertising, trade, or any other lawful purpose whatsoever.

I (we) hereby waive any right that I (we) may have to inspect and/or approve the finished product, or the advertising copy that may be used in connection therewith, or the use to which it may be applied.

I (we) hereby release, discharge, and agree to save Wallace State Community College from any liability by virtue of any editing, blurring, distortions, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the making of said photographs/video/testimonials, or in any processing tending toward the completion of the finished product.

_____	_____	_____
Student Printed Name	Student Number	Student Signature
_____		_____
Date		Parent/Legal Guardian Signature (if student is a minor)



### **Clinical Policy for Health Science Division**

The following policies are applicable to all Health Division programs at Wallace State Community College. Any breach of these policies may lead to failure of the course in which the student is registered; dismissal from the program; dismissal and/or expulsion from the Health Division or college based on the severity of the breach.

1. All Health Division students are held to the professional, legal, and ethical parameters of the Health Information Privacy and Accountability Act (HIPAA). Breaches of confidentiality of patient information of any kind will not be tolerated (conversation with unauthorized others about a patient, photocopy of chart or protected documentation, taking pictures with a camera of any kind, sharing information with another clinical facility).
2. Falsification of any documentation by a Health Division student (i.e. application, submission of transcripts, drug testing results, physical exam findings, background check, CPR certification, other) will not be tolerated.
3. Falsification of any patient documentation by a Health Division student (ex: charts, flow sheets, medication administration records, others) will not be tolerated.
4. Thievery from the patient or family, the agency, professional colleagues, fellow students by a Health Division student will not be tolerated.
5. Students who are deemed clinically incompetent will be removed from the clinical area. Repercussions are dependent on review of the allegations, demonstration by the student of the skills at the expected level of performance, and evaluation of the student's progress in the program. Repercussions are at the discretion of the reviewer(s).
6. All Health Division students are expected to behave professionally and ethically. Disruptive behavior or language toward patients/family, professional staff or other students (profanity, sexually explicit language or innuendoes, threats to physical or mental safety) will not be condoned.
7. Students must be aware that the clinical agency has the contractual right to prohibit a Health Division student from being placed at the agency. If the program is unable to place the student for completion of course or program requirements, the student will be required to withdraw (or will be administratively withdrawn) from the course/program.
8. Students are required to reveal any personal issues which would prohibit their placement at a particular agency. These issues may include but are not limited to previous dismissal from employment at the specific agency, legal issues involving the student or his/her significant others which are outstanding against an agency or practitioner of the agency, or monetary issues involving the agency (garnishments, lawsuits, etc.).
9. Students are prohibited from attending clinical unless or until medical clearance required by the program has been submitted. This includes but may not be limited to physical exam, drug testing, and validation of immunity by acceptable documentation of immunization or titer levels, and hepatitis B immunization or waiver. Clinical agencies have the right to deny access to the facility based on refusal of immunization by the student.
10. All Health Division students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ WSCC policy he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other Health Division program.
11. All Health Division students must have submitted the initial background and yearly (if required) background check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the program director, course coordinator or Dean of Health Sciences in the absence of the instructor or program director.
12. All Health Division students must be CPR certified at the Health Provider level and must maintain such certification while enrolled in the program. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
13. All Health Division students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
14. All students are required to have a photo identification badge to utilize clinical agencies. Photo IDs will be scheduled by the faculty during the first program course. The student may be responsible for the cost of the photo ID and any replacement. Students may be dismissed for the day from the clinical



- experience I if he/she does not have the ID badge in full sight while in the clinical agency.
15. Wearing the WSCC program uniform or badge is prohibited except for assigned clinical experiences in assigned clinical agencies. Breaches such as wearing the uniform for employment or any nefarious, illegal or unethical purpose will not be condoned.
  16. Students are assigned to clinical agencies by the program director, clinical coordinator or designee. Students are not permitted to make individual contacts with agencies for clinical arrangements unless expressly directed to do so by the program director, et. al.
  17. In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury or surgery the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery. Failure to do so may result in withdrawal from the clinical area.
  18. The program director reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate.
  19. Health care agencies may require students to have medical insurance in order to affiliate with the agency. Students must submit proof of health insurance prior to beginning clinical rotations. Students are required to notify the program or clinical coordinator of any changes in insurance status. Students who do not have the appropriate insurance coverage will be required to withdraw or be administratively withdrawn from the course.
  20. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student. The required school accident insurance policy WILL NOT cover all of this expense. Students are responsible for any costs not covered by this policy.
  21. No alcoholic beverages or drugs which may cause cognitive impairment will be consumed during clinical rotations or up to 12 hours prior to rotations. Any evidence of alcohol or drug use while on rotations or evidence of impairment due to drugs/alcohol prior to starting the clinical assignment will result in sending the student for a drug test for cause and if positive, immediate suspension from the rotation site. The impaired student will only be allowed to leave with a designated driver.
  22. The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, or preceptor during rotations.
  23. The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately retire from the conflict and notify the Clinical Coordinator or Clinical Instructor as soon as possible or no later than at the completion of the shift.
  24. Students will practice universal precautions during all patient care and handling of patient care equipment regardless of the situation.
  25. Cell phones and any other electronic devices must not be utilized or visible while in the clinical facility. The clinical supervisor (instructor, preceptor) or the clinical contact identified by the program director is the emergency contact for the student's family or significant other. Breach of this policy will result in the student being dismissed from the site for the rest of the clinical day and the student will be considered absent under the program absence policy.
  26. Students should be cognizant of potential danger associated with clinical sites in urban or remote locations and exercise caution when transitioning at the facility. (Revised 04/2016)

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Student Printed Name

Student Number

Student Signature

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Date

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Parent/Legal Guardian  
Signature (if student is a minor)



### Clinical Responsibility and Confidentiality Statement

In discharging my Program responsibilities at the Healthcare Facility, I, the undersigned, agree as follows:

1. To abide by the Policies, Procedures, By-Laws, Rules and Regulations of the Facility and Medical Staff and that I will not disrupt, interfere with or adversely affect the operation and services of the Facility:
2. To comply with all applicable federal, state and local statutes and all regulations and guidelines of applicable accrediting bodies in connection with the performance of Program activities:
3. To comply with my responsibility under applicable Federal law and this Agreement to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of the Facility, except as required by law of as authorized by the Facility:
4. To obtain prior written approval from the Facility and School before publishing any materials relating to the Program:
5. To be certified in Cardio-Pulmonary Resuscitation (CPR) and provide the Facility with evidence of same if in clinical area:
6. That for and in consideration of the benefits provided me in the Agreement in the form of experience in evaluation and treatment of patients of the Facility, I and my heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by me while participating in Program operated by School at the Facility unless such injury or loss arises solely out of the Facility's gross negligence or willful misconduct:
7. That I am to be treated as a trainee who has no expectation of receiving compensation or future employment from the Facility or School.
8. To abide by the Policies, Procedures, By-Laws, Rules and Regulations of the Facility and Medical staff and that will not disrupt, interfere with or adversely affect the operation and services of the Facility:
9. To comply with all applicable federal, state and local statutes and all regulations and guidelines of applicable accrediting bodies in connection with the performance of Program activities:
10. To comply with my responsibility under applicable Federal law and this Agreement to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of the Facility, except as required by law of as authorized by the Facility.
11. To obtain prior written approval from the Facility and School before publishing any materials relating to the Program:
12. To be certified in Cardio-Pulmonary Resuscitation ("CPR") and provide the Facility with evidence of same if in clinical area.
13. That for and in consideration of the benefits provided me in the Agreement in the form of experience in evaluation and treatment of patients of the Facility, I and my heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by me while participating in Program operated by School at the Facility unless such injury or loss arises solely out of the Facility's gross negligence or willful misconduct:
14. That I am to be treated as a trainee who has no expectation of receiving compensation or future employment from the Facility or School

(revised 02/2003)

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)



### Clinical Rotation Contract

I understand that the primary objective of Wallace State Community College is to prepare program graduates to perform competently, safely, and professionally.

In order to achieve this objective, it is necessary that each student complete experience in a clinical agency. Such experience is educational in nature and is designed to develop each student's professional skills in order that each student may demonstrate specific entry-level competencies upon program completion. Program objectives and entry-level competencies are stated in the college catalog.

My signature on this form is to certify that I understand and agree that:

1. Clinical assignments are made based on the availability of clinical sites and the needs of students. Clinical site attendance may require an extended drive. All expenses incurred while enrolled in clinical (gasoline, parking, etc.) are the students' responsibility.
2. Clinical contracts between the clinical facility and the college prohibit students from filing suit against the clinical facility.
3. I am a student in the health science division at Wallace State Community College. My enrollment in a clinical course requires that I be present at all assigned clinical facilities. I am aware that during the time spent at the clinical agency to achieve course objectives I will NOT be considered an employee of the clinical facility or of Wallace State Community College.
4. As a student, I do not expect and will not receive compensation for time spent achieving the objectives of my clinical course from either the college or the clinical facility.
5. I have NOT been promised and am NOT expecting to be offered a job at the clinical agency as a result of my participation in the clinical course.
6. Failure to sign and submit this agreement to the program director will prohibit the college's ability to place me at a clinical facility and will therefore be grounds for dismissal from the program.
7. I will not be paid for any clinical hours.

(revised 04/2025)

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Student Printed Name	Student Number	Student Signature
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Date		Parent/Legal Guardian Signature (if student is a minor)



### Disclosure Statement

I understand that Wallace State Community College is committed to a safe and drug-free workplace. Education of health profession students at the college requires collaboration between the college and clinical agencies to provide a quality clinical education component. The college shares an obligation with the clinical agency to protect the agency's patients to the extent reasonably possible from harm.

I am aware that any student who is accepted into any Health program at Wallace State Community College will be required to submit to drug testing prior to entering the first clinical rotation. I am also aware that public lists of excluded and sanctioned persons will be searched for all students prior to beginning the first clinical rotation. I understand that any health care facility or community agency at which I participate in clinical education may require additional background checks and/or drug testing. Failure to comply with the request can severely limit the college's ability to find clinical placement and may result in the student's inability to achieve the course and/or program objectives.

As a precursor to doing any clinical rotation, I understand that it is a requirement for health science students at Wallace State Community College to provide a true and accurate, signed statement regarding chemical substance use, administrative action or legal convictions pertaining to the use or misuse of any chemical substance; the abuse/misuse of alcohol or any other chemical substance; and prior legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions. In compliance with this requirement, I hereby verify under penalty of perjury.

#### Student Initials

I am not using any chemical substance for any reason other than its intended proper use.

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I am not personally misusing any legally controlled substances or personally using any normally legal chemical substance (e.g. alcohol) in a manner that produces significant impairment or that produces the likelihood of the development of an impairment.

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I have not been convicted of a crime pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances or pertaining to or related to the abuse of alcohol or any other chemical substance.

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I have not been convicted of a misdemeanor crime within the last seven years.

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I have not been convicted of a felony.

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I have not been convicted of a sexual offender crime.

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I have not been sanctioned by the Office of the Inspector General (OIG).

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I have not been excluded from the Governmental Services Agency (GSA).

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Student Printed Name

Student Number

Student Signature

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Date

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Parent/Legal Guardian  
Signature (if student is a minor)



## **Drug and Alcohol Testing Policy for Students Enrolled in Health Professional Program**

Wallace State Community College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution possession or use of a controlled substance on any property owned, leased or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of Wallace State Community College. The college prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action including program dismissal.

Education of Health Professional students at Wallace State Community College requires collaboration between the college and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect the agency's patient to the extent reasonably possible from harm due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Wallace State Community College-Hanceville that students enrolling in health profession programs submit to drug testing. This testing can be announced or unannounced and will occur upon admission and annually thereafter, for cause or at random intervals. This policy authorizes drug testing of students who voluntarily choose to enroll in health professional programs at the college. Any student enrolling in a health professional program will be required to submit to such testing.

### **Guidelines for Drug Testing of Health Profession Students**

#### **I. Persons to be Tested**

Any student who is accepted into any Health Program at Wallace State College- Hanceville will be required to submit to annual drug testing.

#### **II. Types of Tests to be Performed**

- a. Drug testing will occur prior to clinical placement and annually thereafter. Only drug tests conducted by college authorized agencies will be accepted. Cost of drug testing will be paid from student fees collected each semester.
- b. In addition to annual drug testing, further testing may be required of the student for reasonable suspicion or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the college or the clinical agency. Cost of drug testing will be paid from student fees collected each semester. For the safety and protection of patients, faculty, staff, and students, the Health Science Program may require a student to submit to a screening for drugs and alcohol, which will be conducted at the school's expense when there is reasonable suspicion to believe that a student is abusing substances. Reasonable suspicion is defined as, but not limited to, the following:
  - Observable changes in performance, behavior, appearance, and speech.
  - Direct observation by a fellow student, instructor, or other faculty or staff of the college or clinical site of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
  - Conduct inconsistent with the student's normal behavior or erratic behavior, absenteeism, tardiness, dishonesty or fluctuations and/or deterioration in performance.
  - A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.



- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol or drug related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation, or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs and alcohol.

If a clinical agency staff member, student, or faculty member observes such behavior, it should be immediately reported to the Department Chair/Program Director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty, or staff member. Upon such immediate verification, the student shall be informed of and instructed to leave the educational or clinical setting immediately. Such measures will be taken in such a manner as to ensure the privacy of both the reporting individual and the effected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The Program Director, Dean of Health Sciences, Vice President of Students, or designee of the President will then make an immediate determination if there is reasonable suspicion to screen the student. If the decision is made to screen the student, the Dean of Health Sciences or a designee of the President will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected. A student's failure to consent to the screening will result in immediate termination from the Health Science Program.

### III. Drugs to be Tested

All students will be tested for alcohol and the following ten (10) drugs: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone metabolites, oxycodone, opiates, methamphetamines, and propoxyphene. Testing for additional substances may occur based on clinical affiliation agreement requirements.

### IV. Consent to Drug Testing

- a. The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director of the health program.
- b. The signed consent form will be maintained in the student permanent record. A copy of the consent form will be maintained with the program director.
- c. Students have the right to refuse to consent to drug testing. However, students who decline will be refused access to clinical education facilities and will be unable to achieve the required clinical experiences and objectives of the program. Refusal to submit to drug testing will result in dismissal from the health program with no readmission to any program in the Health Science Division offered at Wallace State Community College.

### V. Specimen Collection

- a. The collector shall be a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a college employee.
- b. The designated collection site and specimen collection procedures must be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
- c. When the student arrives at the collection site, the collector shall ensure that the student is positively identified as the individual selected for testing. This identification will be done



- through the presentation of photo identification (ex: driver's license with picture). If the student's identity cannot be established, the collector shall not proceed with the collection until such identification can be made.
- d. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.
  - e. If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed into the clinical setting until negative results are received by the program director.
  - f. Students absent from announced or unannounced drug testing will be excused under only the most extreme circumstances (e.g. illness, family emergency). The student will be required to provide written verification for such absences. Approval of a verifiable absence is the responsibility of the program director. Students will have to complete the drug testing process within 48 hours of the originally scheduled time. Failure to complete the drug screening as required by Wallace State Community College will prohibit the student from continuing in the program in which they are enrolled or be readmitted to any other program in the Health Science Division at Wallace State Community College. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until the next program admission cycle which must exceed one full semester minimally. Requests should be directed to the Vice President of Students Office.

#### VI. Drug Testing Laboratory

Drug testing for Wallace State Community College Health Science Division students can only be conducted by the college approved vendor. Only laboratories certified by the U.S. Department of Health and Human Services (HHS) can be used to perform drug testing analysis.

Students enrolled in programs offered totally online or through other distance modalities and who live more than 75 miles from the college campus will contact their respective program director to identify approved alternate drug testing laboratories. Alternate drug testing laboratories will be required to meet the standards set forth in the college's guidelines. Costs of testing at alternate sites above the college's fee structure will be the responsibility of the student. Approval of any alternate drug testing sites must be received prior to testing. Failure to receive approval will result in having to submit to additional testing at an approved site. Student fees will only be used for payment to approved testing sites.

#### VII. Medical Review of Positive Drug Test Results

- a. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. Any positive test result will be reviewed by the Medical Review Officer.
- b. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall examine alternate medical explanations for any positive test results. The MRO or designee shall contact the student directly to discuss the test results.

#### VIII. Reporting of Drug Test Results

- a. Written notification indicating either a positive or negative drug screen shall be provided to the Dean of Health Sciences or health program director. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy, and confidentiality of the information. Wallace State College may refuse to accept any test result that does not meet the requirements of the policy and guidelines.
- b. Whenever possible, report of drug screening to clinical affiliates will be handled by aggregate data reporting. The clinical agency will be notified of individual student drug screening results or provided with copies of drug screening results only when required by clinical affiliation agreement.



- c. Negative test results must be kept on file for one year after the student's last date of attendance at the college. Positive test results must be maintained on file for five years after the student's last date of attendance at the college.

IX. Penalties for a Confirmed Positive Drug Test or Refusal to be Tested

a. Positive Test

A student with a positive drug test will be dismissed from the health program. A grade of “F” will be recorded if the student does not officially withdraw. The appeal process is outlined in the college catalog in the health science programs of study section. The College reserves the right but has no duty to lift the prohibition against re-enrollment upon consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until the next program admission cycle which must exceed one full semester minimally after dismissal. Requests should be directed to the Program Director and the Vice President of Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College. A readmitted student will be subject to random drug screens via the College approved vendor at the student's expense.

b. Refusal to be Tested

A student's refusal at any point to be tested for drugs will result in dismissal from the health program and forfeiture of any health scholarship. A grade of “F” will be recorded if the student does not officially withdraw. The program director shall be notified of any refusal to be tested. The College reserves the right but has no duty to lift the prohibition against re-enrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until the next program admission cycle which most exceed one full semester minimally. Requests for readmission should be directed to the program director and to the Vice President for Students, who will submit the request to the admissions appeal committee for review. The committee will make the final recommendation based on the student's compliance with policy requirements and the readiness to return to a Health Science program. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

X. Publication of Policy

The college shall include the policy and procedure for Drug Testing of Health Profession Students in the college catalog, on the college's website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution. As stated in the disclaimer in the Wallace State Catalog, college policies are subject to change.

(revised 04/2025)

**Acknowledgment of Receipt of Drug and Alcohol Testing Policy**

I certify that I have received a copy of Wallace State Community College's Drug Testing Policy and Guidelines. I have read and understand the requirements of the policy and guidelines. I understand that both new and existing students will be required to meet the standards of drug screening prior to attending their clinical rotations.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)



### Consent to Alcohol and Drug Testing

I have received and carefully read the drug testing policy and fully understand its contents. I understand that by enrolling in a health professional program, I will be required to submit to mandatory drug testing. I voluntarily agree to submit to specimen collection for analysis for alcohol and drug use. I understand that my continued participation in the healthcare program is conditioned upon satisfaction of the drug testing requirement through the college designated vendor.

**I further understand that if I have a positive drug screen or if I refuse to consent to mandatory testing, both announced and unannounced, that I will be dismissed from the health program. A grade of “F” will be recorded for the course(s) if I do not officially withdraw.**

The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least the next program admission cycle which must exceed one full semester minimally after dismissal. Requests should be directed to the Vice President of Students Office. The appeal process is outlined in the college catalog in the Health Science Programs of Study section.

I further agree and consent to the disclosure of results of drug testing and their release to the Dean of Health Sciences, program director and appropriate clinical representative(s) in order that my eligibility to participate in the required clinical activities can be determined.

_____ Student Printed Name	_____ Student Number	_____ Student Signature
_____ Date		_____ Parent/Legal Guardian Signature (if student is a minor)



## Exposure Policy

Purpose: The purpose of this policy is to delineate the procedure to be followed when a student or faculty member in any Health Division Program sponsored by Wallace State Community College has an accidental exposure to tuberculosis, blood borne pathogens (including but not limited to HIV and HBV), or other harmful agents including but not limited to chemicals, infectious agents, or radiation. These policies are not intended to supersede the student/faculty's responsibility to use standard precautions and/or appropriate safety measures or equipment while on campus or in clinical lab.

### Protocol

1. Determine the type of exposure (tuberculosis, blood borne, other).
2. Initiate the appropriate immediate/emergent exposure protocol.
3. Complete concurrent protocol for follow-up care.
4. Complete post-exposure checklist.
5. Forward all appropriate documentation to program director or Dean of the Health Division.

\*\*It is the responsibility of the program director to ensure that the policy is followed, that the Dean for the Health Division is notified and that appropriate documentation is completed.

### Health Division Post-Exposure Management Protocol Glossary of Terms

1. HDSB a health division student currently enrolled in any of the health division programs at Wallace State Community College in which learning activities routinely include contact with patients and/or blood and other body fluids from these patients in a health care or laboratory setting.
2. PEP--post-exposure prophylaxis.
3. Blood borne pathogens pathogenic organisms that are present in blood and blood products and body fluids that may cause disease in humans. May include but is not limited to HBV or HIV.
4. HBV Hepatitis B virus.
5. HIV human immunodeficiency virus.
6. HCV Hepatitis C virus.
7. Exposure--any contact with a harmful agent that requires consideration of PEP.
  - a. Percutaneous--needle stick or cut with a sharp object.
  - b. Contact--with mucus membrane or non-intact skin (chapped, abraded or afflicted with dermatitis). Exposures are further categorized as to route of exposure, extent of exposure, and duration of exposure as defined below:
    - i. Route – percutaneous
    - ii. Route – contact
    - iii. Route – percutaneous
    - iv. Route - inhalation - exposure to an airborne, gas or aerosolized agent by breathing.
    - v. Extent - less severe - small amounts of harmful substance involved with a small area of exposure with no penetration of the skin.
    - vi. Extent - more severe - moderate amounts of harmful substance involved. Can include a penetrating injury if no injection of agent occurs.
    - vii. Extent - extensive - large amounts of potentially harmful substance and/or an exposure over a wide area of the body surface or via a deep penetration of the skin.
    - viii. Duration: short - exposure for less than one minute.
    - ix. Duration: moderate - exposure for 1 - 4 minutes.
    - x. Duration: prolonged - exposure for greater than five minutes.



8. Blood-human blood or components (i.e., platelets, packed red cells, etc.) or products made from blood.
9. Body fluids:
  - a. semen or vaginal secretions, or any other body fluid contaminated with visible blood that have been implicated in the transmission of HIV.
  - b. cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluid which have an undetermined risk for transmitting HIV.
10. Contaminated--the presence or reasonable anticipated presence of blood or other infectious material on an item or surface.
11. Contaminated material--any laundry, linens, dressings, breakage, paper, equipment or other items which have been or may have been exposed to infectious material and which require disposal according to hazardous waste guidelines.
12. Direct contact--contact with blood or body fluids during which barrier protection was either not used or was ineffective in protecting skin or mucus membranes.
13. Harmful agent--includes but is not limited to any chemical, infectious material, or radiation which has the potential to result in immediate and/or long-term harmful effects to the exposed individual.
14. Other potentially contaminated or infectious material--all human body fluids, especially saliva when oral trauma has or is suspected to have occurred, that is visibly contaminated with blood; all body fluids in situations where differentiation between body fluids is difficult or impossible.
15. Parenteral a route which allows organisms or substances to enter the bloodstream; includes but is not limited to pierced mucus membranes or skin which is no longer intact due to needle stick, human or animal bites, insect stings, cuts or abrasions.
16. Sharps--any object which can penetrate the skin including but not limited to needles, scalpels, broken glass, torn metal, weapons, exposed ends of wires, blades, or scissors.
17. Source individual--any individual whose blood or potentially infectious materials may be the source of exposure for the HDS.
18. Standard Precautions--the procedures which delineate the way the HDS/health care worker treats human blood, blood components, blood products, or body fluids as if they are known to be infectious.
19. Tuberculosis--a chronic infection, most often respiratory, generally transmitted by inhalation or ingestion of infected droplets.

**Receipt of Exposure Policy and Control Plans for Students**

I have received the Blood-Borne Pathogens & Tuberculosis Exposure Control Plan for Students, have been informed of the correct procedure for control of blood-born pathogens and tuberculosis exposure and understand my role in the exposure control plan. I understand that it is my responsibility to familiarize myself with the information contained in this handbook, as well as remain current regarding any changes. I agree to abide by the policies, procedures, and rules as written in the Blood-Born Pathogens & Tuberculosis Exposure Control Plan for Students of Wallace State Community College.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)



## Post-Exposure Management Protocol for Bloodborne Pathogens

**Purpose:** The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member in any Health Division program at Wallace State Community College has an accidental exposure to a blood borne pathogen while participating in any college activity. At all times, it is the student/faculty's responsibility to use standard precautions.

### Immediate/Emergent Procedures

1. Immediately cleanse the affected area with soap and water.
2. If the skin has been punctured, bleeding should be encouraged if not excessive.
3. If the mucus membrane has been splashed, irrigate copiously with water. **Do not use caustic agents such as bleach to flush the skin or mucus membranes.**
4. Provide applicable first aid.
5. Immediately report exposure to faculty and/or preceptor.
6. Faculty/preceptor will fill out the appropriate risk management report (clinical agency and college) and institute the agency procedure for exposure.
7. Refer the exposed individual to the agency emergency room, private physician, or local Public Health Department for PEP advisement **within 2 hours of exposure.**

\*\*\*All expenses related to testing and PEP are the sole responsibility of the student.

### Concurrent Procedures for Faculty/Preceptor

1. Document the exposure on the appropriate risk management forms for the agency and college.
2. Identify and document the source individual, unless not feasible or prohibited by state or local law.
3. Test the source blood after consent is obtained to ascertain HBV, HCV or HIV infectivity.
4. If consent is unobtainable, document that legally required consent cannot be obtained.
5. If consent is not needed, then test the source blood as soon as possible.
6. If source status for HBV, HCV and/or HIV is known to be positive, then source testing is not necessary. However, collect information about the source's stage of infection (e.g., asymptomatic or AIDS), CD4+, T- cell count, viral load testing, and current and previous antiretroviral therapy. Send information with the exposed individual for evaluation for PEP. If information is unavailable, **do not delay PEP. The regimen, if instituted, can be adjusted if information is available at a later time.**
7. Collect a blood sample for baseline testing from the exposed individual and send for testing if consent is obtained. If consent for HIV serologic testing is not obtained at this time, have the agency preserve the sample for 90 days.
8. Inform the exposed individual of the outcome of source testing.
9. Complete the post-exposure checklist

## Post-Exposure Management Protocol for Harmful Agents

**Purpose:** The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member at Wallace State Community College has an accidental exposure to a harmful agent while participating in any college sponsored activity. At all times, it is the student/faculty's responsibility to use standard precautions, safety equipment for safety procedures.

### Immediate/Emergent

1. See immediate assistance from supervisory personnel.
2. Institute agent-specific first aid if appropriate (i.e., flushing copiously for chemical splashes, etc.).
3. Refer student/faculty **immediately** to the ER for follow-up care as indicated.

\*\*\*All expenses related to transport and care are the sole responsibility of the student.

### Concurrent Procedures for Faculty/Preceptor

1. Document exposure on the appropriate risk management forms for the agency and college.
2. Forward copy of agency risk management form and college form to appropriate faculty or program



director.

3. Faculty/program director will immediately institute appropriate follow-up if indicated such as notification of the Public Health Department.
4. Complete the post-exposure checklist.

### **Post-Exposure Management Protocol for Tuberculosis**

**Purpose:** The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member at Wallace State Community College has an accidental exposure to a tuberculosis while participating in any college sponsored activity. At all times, it is the student/faculty's responsibility to use standard precautions, safety equipment or safety procedures.

#### Emergent

1. Document the exposure per agency and college policy.
2. Upon notification or discovery of exposure to TB, the student/faculty member must report to the local Public Health Department. Reporting **must** be within **1 week** of notification or discovery.
3. Complete the initial post-exposure PPD per Public Health Department policy. **If the exposed individual has a positive baseline PPD, then Public Health Department policy must be followed.**
4. Return a copy of the initial PPD results to the appropriate program director.
5. Complete the post-exposure checklist.

#### Follow-up Protocol

1. Complete the follow-up PPD at **12 weeks** according to Public Health Department policy.
2. Return 12-week PPD results to appropriate program director.
3. Follow all recommendations of the Public Health Department for PEP.
4. Ensure that the program director is provided with the results of any and all testing and recommendations for PEP.

\*The Public Health Department provides testing free of charge in exposure situations. Should the individual choose to be seen by any other health professional / agency, all expenses are the sole responsibility of the student.



### HIPAA Policy

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 includes provisions that protect the security and confidentiality of health information.

Any information communicated by a patient to a healthcare provider is considered privileged communication, which means it is private. Any information obtained by a healthcare student/worker by any means, i.e. via electronic form, written form, observation, etc. is considered confidential.

A breach of confidentiality occurs when patient information is disclosed to others who do not have a right to access the information. Disclosure of private patient information to unauthorized individuals is a violation of the federal law – HIPAA.

It is a violation of HIPAA to access patient information outside your scope of work as a student.

You will be required to complete more in-depth HIPAA training as part of your clinical orientation. By signing below, you are acknowledging understanding of the basics of HIPAA confidentiality and agreeing to abide by HIPAA privacy rules by maintaining confidentiality in regard to patient information you have access to in on campus and clinical settings.

_____	_____	_____
Student Printed Name	Student Number	Student Signature
_____		_____
Date		Parent/Legal Guardian Signature (if student is a minor)



### Licensure Direct Disclosure Acknowledgment

Wallace State Community College is required to provide public and direct disclosures on educational programs designed to meet educational requirements for a specific license or certification required for employment in an occupation. Wallace State cannot provide any guarantee that state licensure or certification entity will approve or deny a student's application. Individual determinations are made by state licensing boards.

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

Do you plan to pursue licensure or certification after graduation? \_\_\_\_\_

Current state of residence: \_\_\_\_\_

Planned state of residence upon graduation: \_\_\_\_\_

You can select a degree program that leads to a professional licensure from the link below; then review if the program “meets” or “does not meet” the requirements necessary for licensure in each state:

<https://www.wallacestate.edu/programs/health-division/licensuredisclosure.html>

Wallace State Community College has made every effort to provide accurate information, however, state laws/regulations are subject to change at any time. Students are encouraged to contact the state licensing body where they plan to practice. Resources for students are listed below:

<https://nc-sara.org/resources/professional-licensure>

<https://nc-sara.org/resource-directories-and-guides>

<https://wcetsan.wiche.edu/resources/professional-licensure>

<https://wcet.wiche.edu/frontiers/2019/11/04/final-fed-regs-for-state-auth-released/>

(revised 04/2025)

I have reviewed the licensure/certifications required for the state in which I plan to seek employment using the information found on the [Wallace State Health Science Division Licensure Disclosure Statement Webpage](#) and have determined based on Wallace State's best judgment, whether or not my program of choice leads to licensure in the state in which I plan to seek employment (or, if they were unable to make the determination, they disclosed this information on their website). Furthermore, I have reviewed the contact information for the state in which I plan to seek employment and by using all the resources available to me, to include contacting the licensing body, I have determined that this program meets the licensure requirements for the state in which I intend to seek employment.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian  
Signature (if student is a minor)



### Professional Code of Conduct

This Health Science Division Student Code of Professional Conduct is supplementary to the “Student Code of Conduct” published in the Wallace State Catalog. The faculty members of the Health Science Division at Wallace State have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of healthcare. Acceptance as a Wallace State Student in the Health Science Division commits the individual to abide by the Code of Professional Conduct. Each student will:

- Attain personal mastery of knowledge and skill in their designated health area through honest effort;
- Relate to those who receive your services with compassion, truthfulness, and respect;
- Relate to peers, teachers, and other caregivers in a spirit of collaboration and mutual respect;
- Recognize and honor privileged information from both patients and colleagues;
- Conduct him/herself in accordance with program policy and Wallace State Community College Policies.

The Program Director along with the Health Division Dean may immediately suspend a student if it is concluded that the person’s continued presence on the campus or clinical/fieldwork site presents a danger to themselves or endanger persons or property or threaten disruption of the academic process.

After suspension the student behavior/act will be investigated by Health Division Faculty and Health Division Dean. If the accusation of misconduct is found valid the student will be dismissed from their program of study. Students dismissed secondary to a violation of professional conduct will not be eligible for readmission to the program.

Examples of unprofessional or unethical conduct include, but are not limited to:

- Conduct as determined by the faculty to be unbecoming or unethical in a person training to practice in a health-related field or detrimental to the interests of the public, patients, students;
- Fraud or misrepresentation of themselves for obtaining medical information on persons outside their realm of clinical/fieldwork experience;
- Making false or misleading statements regarding one’s level of skill or ability to treat persons;
- Use of any false, fraudulent or deceptive statement in any document connected with field of study;
- Engaging in inappropriate conduct with a patient;
- Impersonating another person licensed to practice in the health field;
- Use of substance(s) which impairs cognitive function and/or decision making;
- Conduct which is likely to deceive, and with potential to harm the public;
- Obtaining any payment for services by fraud or misrepresentation;
- Being found mentally incompetent or insane by a court of competent jurisdiction;
- Any offenses resulting in arrest which jeopardizes required cleared background check.

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Student Printed Name	Student Number	Student Signature
<hr/>		<hr/>
Date		Parent/Legal Guardian Signature (if student is a minor)



**Release to Return to Clinical/Fieldwork/Lab Responsibilities**

\_\_\_\_\_, a Wallace State student has been evaluated at this time and can safely return to direct patient care by \_\_\_\_\_. This includes participation in the clinical setting which may include working 8-12 hours and assisting with turning and/or lifting (up to 25 pounds) patients with assistance. Also, may be performing CPR and sterile procedures.

\_\_\_\_\_  
Signature MD or Nurse Practitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of MD or Nurse Practitioner

Name of office or facility with phone number where student was evaluated:

\_\_\_\_\_  
Name of Office or Facility

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student A Number

\_\_\_\_\_  
Parent/Legal Guardian Signature (if student under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Printed Name (if student under 18)



### Simulation Center Rules and Procedures

Wallace State Community College Simulation Center (WSCC SC) replicates a simulated clinical/laboratory experience. Therefore, all policies and procedures related to a clinical/laboratory setting will be implemented at the WSCC SC. Please note the following rules and regulations:

1. Participant performance in the Simulation Center may be considered part of the clinical experience and will be evaluated based on specific criteria as outlined by your instructor/facilitator.
2. Participants are to interact with simulators as if they are real clients.
3. Students are expected to follow departmental/institutional policies for clinical dress, preparation, and interaction with peers and clients.
4. The Simulation Center is classified as a clinical space, and all clinical policies and procedures apply.
5. All students are expected to come prepared to the simulated experience and be actively involved in the experience. This is to include any simulation prep assignments to be complete prior to the scheduled simulation. Students with incomplete or missing simulation prep assignments will not be allowed to participate in the simulation.
6. It is recommended to arrive 10 minutes prior to the scheduled simulation. Once a simulation session has begun, students will not be allowed to enter the simulation area and students will be considered absent. All simulation absences must be made up at the time designated by faculty to receive credit for the course. Simulation absences that have not been made up will result in an "I" in the course grade.
7. Only participants will be allowed into the Simulation Center. When entering and exiting WSCC SC, please do so quietly out of respect to others who may be actively participating in a simulation experience.
8. Cell phones are NOT allowed in the Simulation Center.
9. No food, drink, or gum is allowed in the simulation area.
10. Discussion of the simulated experiences will occur in the debriefing phase of the simulated experience. A debriefing session may occur at any time during the simulated experience. Confidentiality is to be maintained regardless of the methods used for communication (real time experience, video recording, and/or verbal communication). In order to maintain an optimal simulation experience for ALL learners, participants are to maintain strict confidentiality of ALL aspects of the simulation experience including but not limited to pre-briefing, in situ and debriefing phases. Breaches of the confidentiality may result in disciplinary action.
11. Still photography and continuous audiovisual (AV) digital recording will be utilized in the simulated patient environment of the WSCC SC. By signing this agreement, you are consenting to still photography (slides or print) and continuous AV digital recording while in the simulation center and/or skills labs. Photographs and/or recordings may be shown for educational, research, and/or administrative purposes. No commercial use of photographs or AV recordings will be made without written permission.

(revised 04/2025)

#### Simulation Center Rules and Procedures Acknowledgment

I have received and agree to abide by the above listed rules and procedures at the Wallace State Community College Simulation Center.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)



### **Vaccine Notice for Clinicals**

Please be advised that Wallace State Community College's third-party clinical affiliates may have different requirements than WSCC as it relates to the COVID-19 vaccine. Wallace State Community College strongly encourages all students to be vaccinated for COVID-19, but it is not mandatory for attendance. However, third-party health sciences affiliates who partner with WSCC (i.e., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of Wallace State's health science curriculum. WSCC has no control over policies mandated by these clinical affiliates. Wallace State is not requiring vaccination or proof of vaccination, but its thirdparty clinical affiliates might. Wallace State Community College wants to notify you that if you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses which require clinicals.



### Acknowledgment of Handbook Policies

I have received and thoroughly read the student handbook for the program of study and the Health Science Division Handbook. I understand the policies and requirements contained therein and the responsibilities to be undertaken.

I understand that, with proper notice, the material in this handbook is subject to change or revision, at the Program Director's or the school's discretion. If such a change takes place, I will be made aware of the policy change in writing.

I understand failure to comply with the established policies and guidelines may result in probation or dismissal from the program of study.

I have read and agree to comply with these policies and guidelines.

(revised 04/2025)

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)