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The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the Department of Health Professions. The Department of Health Professions reserves the right to change any provisions or requirements at any time within a students' term of attendance. The provisions of this document/publication are subject to change without notice and do not constitute an irrevocable contract between any student and the Department of Health Professions.

Accrediting Agencies

The ADN and LPN Programs are approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission to prepare individuals to be eligible to write the National Licensure Council Examination for Licensure as a RN (NCLEX-RN) or LPN (NCLEX-PN) and for nursing practice.

The nursing programs meet minimal standards as defined by the Alabama Board of Nursing.

NLNAC accreditation means peer review has been used to determine that the academic programs meet public confidence. For more information, you may contact:

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

National League for Nursing
 Accrediting Commission, Inc.
 3343 Peachtree Road NE
 Suite 500
 Atlanta, GA 30326
 404.975.5000

Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 3033-4097 or call 404-679-4500 for questions about the accreditation of Lawson State Community College.

August 1, 2009

WELCOME:

We are most delighted that you have chosen to enroll in Lawson State Community College Nursing Programs. For more than 35 years, our programs have been committed to providing a high tech, high touch education in an advanced engaged and creative learning environment. As we move throughout the 21st Century, we continue to focus on “Operation Excellence: Adapting to the future, based on the present, growing from the past.” We continue to promote excellence without excuses.

The faculty is here to facilitate your learning and assist in achieving your goals to enter the nursing profession as a licensed practical nurse or registered nurse. However, remember that learning is an active process and nursing education requires active learning. The pace in the nursing programs is rapid, therefore, you must strive to “keep up rather than catch up”.

Your nursing education experience will go by quickly. We challenge you to take advantage of every learning opportunity that will be presented, ask for assistance when in doubt, focus on your studies and conduct continuous self evaluation of your progress.

We wish success to each of you!

Sincerely,



Shelia P. Marable, RN, DSN
Associate Dean



Rebecca B. Ephraim, RN, DSN
Interim Associate Degree Department Chair



Katrina C. Swain, RN, MSN
Interim Practical Nursing Department Chair

INTRODUCTION

Because of the continuous process of student assessment, dialogue between advisor/student and the excellent support of the academic departments, the Department of Health Professions and Lawson State Community College feel that we have committed ourselves to universally strong Nursing Programs, without losing sight of the needs of our students. We, therefore, solicit your energy and cooperation in building and maintaining the Nursing Programs that you, as a graduate, can point to with pride.

Nursing students are expected to adhere to the policies related to the Nursing Programs and clinical facilities. Clinical facilities in which learning experiences will be obtained have the right, by contract, to request the removal of a student who is unacceptable to the facility for reasons of health, performance, behavior, background checks, positive substance abuse screenings, or other reasonable causes (see Disciplinary Actions).

To promote the development of high professional standards within students and to expedite the matriculation of students through the Nursing Programs into nursing practice, the following policies have been developed. The nursing faculty, with approval of the President, Vice President, and Academic Dean, reserve the right to add, change, and/or delete any policy in the Nursing Student Handbook. Policies become effective at the time the change is enacted.

MISSION STATEMENT

The mission of the Nursing Programs within the Department of Health Professions is to prepare individuals in the art of caring in a high touch, high technology, learning environment to be employed in the community as registered nurses and licensed practical nurses. Students are facilitated in the development of knowledge, skills, and attitude necessary for successful practice and are encouraged to pursue advanced education.

NURSING PROGRAMS' PHILOSOPHY

The Philosophy of Nursing Programs

The Alabama Community College System

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

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

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

Nursing is an art, as well as, a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing

takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, life long learning and client advocacy.

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

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a life long process which promotes professionalism and is beneficial for the learner and society.

Threads Integrated Throughout Curriculum

Critical Thinking

Communication

Nutrition

Pharmacology

Cultural Diversity

Lifespan

Pathophysiology

Technology

Teaching / Learning

Legal / Ethical

Roles of the Nurse

Faculty Beliefs

The beliefs of the faculty are reflected in the standardized philosophy/mission and give consideration to the development of the student as a person, practitioner, and citizen. LSCC's nursing faculty enhances the standardized philosophy/mission with these further beliefs and definitions of nursing concepts and curriculum threads.

Individuals are unique with basic needs which are influenced by the internal and external environment. Individuals proceed through sequential stages of development, and strive to attain and/or maintain health through gratification of the basic needs.

Society is a structured social system. Within this system exists cultural values, beliefs and mores that influence man in his pursuit of needs gratification that are communicated through interpersonal relationships.

Health is viewed on a continuum with no single point designed as wellness or illness. Health is a positive state of well-being, encompassing man's ability to gratify his basic needs; thus allowing him to function at his optimum level. Illness is an altered state which threatens man's ability to gratify his basic needs, thus preventing him functioning at his optimum level.

Nursing is an art and science which utilizes the nursing process as the framework for critical thinking in practice. The nursing process is interpersonal in nature and includes establishing and analyzing data to identify actual/potential health alterations based on assessment; setting goals to meet the individuals or group of individual's basic needs; planning and implementing care to achieve expected outcomes; and determining the extent to which goals have been achieved. The primary focus of nursing is to promote health, to maintain health, to restore health, to prevent alterations in health, and to enable a peaceful death. Nursing from its unique perspective integrates knowledge from the humanities, the biological, social and behavioral sciences with humanistic care to provide health care.

Education is the process of changing behavior through the development of cognitive, affective, and psychomotor abilities inherent in the individual. It is a purposeful activity which builds on previous learning experiences.

Teaching/Learning is an active process and is mutually shared between the teacher and the learner. Teaching is the process whereby learners are engaged in situations from which they acquire new or modified ways of behaving. Learning is viewed as a dynamic life long process of gaining new insights reflecting behavioral changes. Learning is a highly individual experience which proceeds at varying rates. Learning implies goal directed activities. We believe that students are responsible for their own learning through active participation in the teaching/learning process. The degree of active involvement in the learning process greatly influences the educational outcomes. The teacher guides and facilitates learning; creates an environment of mutual trust, caring, and respect; and acts as a resource person in the process.

Nursing Education is comprised of both general education and nursing courses. We believe that nursing education, through planned experiences, provides the student with the knowledge and technical skills necessary for competent practice. These experiences are planned so that they progress from the simple to complex. The emphasis of the educational program is based upon the acquisition of skills and the application of scientific principles necessary in caring for individuals/groups of individuals who are located along the health-illness continuum and who are at various stages in the developmental process. The goal of nursing education is to prepare a registered nurse who functions as a self-directed individual or a practical nurse who functions under the supervision of a registered nurse, physician, or dentist each of whom accepts responsibility and accountability for his/her personal and professional behavior. Nursing education provides the opportunity for students to build upon their previous relevant education and experiences.

Through an organized sequence of planned guided learning experiences, students are provided a solid foundation upon which to develop cognitive, psychomotor, and affective abilities necessary to make sound nursing decisions and to practice competently as either a registered nurse or a practical nurse. The curriculum provides for the acquisition of knowledge, skills and attitudes inherent in the roles basic to associate degree nursing practice and the practical nursing including the roles of provider of care; manager of care; and member within the discipline of nursing.

Nursing education is best achieved in institutions of higher education whereby the student is afforded the opportunity to interact with other students in the various cultural, academic, and extracurricular activities. Graduates of both the ADN program and the PN program are strongly

encouraged to pursue advanced professional degrees.

The scope of nursing practice includes several categories of health care providers who differ in functional levels ranging from simple to complex and are provided by individuals with varying skills and competencies gained from different nursing education preparations. Within this spectrum, the unlicensed assistive personnel assists with simple nursing tasks under the supervision of the registered nurse; the licensed practical nurse functions in structured care settings, providing basic bedside nursing under the supervision of the registered nurse. The registered nurse may be a graduate of an associate degree program, diploma program, or a baccalaureate program. The ADN graduate is prepared to function in multiple health care settings, including community based settings. The baccalaureate nurse is prepared to cope with more abstract, complex functions of nursing and works in structured or unstructured health and community settings. Advanced educational programs permit nurses to expand their level of practice.

The nursing program at LSCC prepares a graduate to function in the role of a registered nurse or practical nurse. The practice of the ADN or PN graduate is characterized by critical thinking, clinical competence, accountability, and a commitment to the value of caring. The registered and practical nurse seek to promote, maintain and restore optimum health and to provide compassionate end of life care.

Contemporary beliefs of the profession are addressed in the objectives, goals and/outcomes from classroom and clinical experiences of each nursing course which reflect the national and local trends in health care delivery. Nursing is a major component of an increasingly complex system of health delivery. Today's health care system offers four types of services: health promotion, illness prevention, diagnosis and treatment, and rehabilitation. The objectives for both the classroom and clinical component of each nursing course focus on experiences toward health promotion, preventive health education, identification of risk factors, educating clients regarding the need for completing treatment regime, and offering support. Learning experiences are designed to facilitate the achievement of objectives.

The faculty supports the major roles of the nurse as advocate and teacher in the promotion of health and prevention of illness as one of the goals of both the ADN and PN program is to provide direct care to clients of various cultures and at various stages of development. Health promotion and disease prevention are acknowledged to be factors in improving health statistics. One third of the deaths caused by heart disease, cancer, strokes, accidents, and pulmonary disease could have been prevented by modifying just three risk factors: smoking, hypertension, and alcohol abuse. Nursing can offer support to individuals to improve their quality of life through education.

Problems confronting the nation are reflective of the problems which plague the local community, i.e. infant mortality, adolescent pregnancy, child and adolescent substance abuse, family violence, premature deaths due to smoking, high blood pressure, and access to primary health care. The faculty recognizes the importance of addressing these complex social and health problems. One strategy identified is participation in service projects in the community. To inform people of the importance of personal health and the need to take responsibility for one's own health, nursing faculty and students from both the ADN and PN programs participate in health promotion and illness prevention activities. Activities include the following: participating in health fairs, volunteering in free health screening, and providing health screening for residents in homes for senior citizens. Additionally, students gain specific experiences in the school system with blood pressure screening and working with the school nurse in the delivery of health care to pregnant teenagers. Objectives are reflective of trends or changes in focus

from treatment and care of clients with disease to maintenance of health and prevention of illness.

Cultural diversity refers to the various norms and practices of different groups that are learned and shared and which ultimately guide one's thinking, decisions, and actions. Nurses provide culturally appropriate care that incorporates an individual's cultural values, beliefs, and practices including sensitivity to the environment from which the individual comes and to which the individual may ultimately return.

Lifespan views the human life as a continuum from conception to death. Nursing seeks to provide appropriate care to individuals at all points along this continuum.

Legal/ethical roles of the nurses refers to the boundaries of acceptable nursing behavior outlined by the code of ethics and the legal boundaries of nursing practice as defined by the Nurse Practice Act.

Nutrition is a science that examines the relationship between diet and health. Many common diseases and their symptoms can often be prevented or alleviated with better nutrition. The science of nutrition attempts to understand how and why specific dietary aspects influence health.

Pharmacology is the study or science of drugs. Knowledge of the various areas of pharmacology enables the nurse to better understand how drugs affect humans. Without a sound understanding of basic principles of pharmacology, the nurse cannot appreciate the therapeutic benefits and potential toxicity of drugs.

Critical Thinking is a pattern of thinking based on knowledge, experience, and the abilities to conceptualize and analyze relationships. Critical thinking involves organizing information, picking out relevant information, relating, conceptualizing, and making judgments. Critical thinking enables nurses to make appropriate nursing decisions.

Communication is the process of conveying information as well as understanding from one person to another. Communication that is successful in conveying understanding is much more complex than the mere conveyance of information and requires a clear perspective of the characteristics of both verbal and nonverbal interactions, barriers to effectiveness, and factors influencing the success of communication.

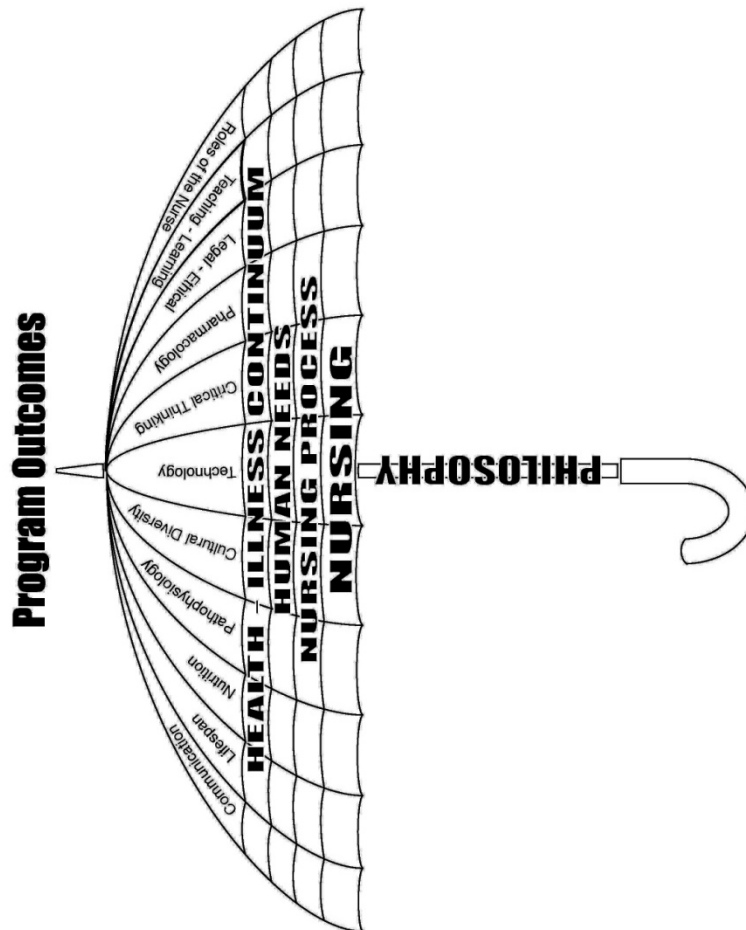
Technology involves rapidly developing methods for collecting and communicating information and for testing and treatment of disease. Constant change in technology assures that continuous learning is an integral part of nursing.

Pathophysiology is the study of the disturbance of normal mechanical, physical, and biochemical functions. When something disrupts normal physiological processes, it enters the realm of pathophysiology. Understanding individual response to disruption of normal physiology is basic to nursing assessment and appropriate intervention.

ORGANIZING FRAMEWORK

The schematic diagram presented on the following page is designed to show the complete picture of the program of learning. The description of the schematic drawing of The Alabama Community College System nursing programs is as follows:

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



The competencies delineate the knowledge, skills and attitudes needed by nurses to fulfill the three roles basic to practice: Provider of Care, Manager of Care, and Member within the Discipline of Nursing for the ADN graduate.

As a **provider of care**, the graduate provides direct patient care in a nurturing, respectful and therapeutic manner. The graduate utilizes critical thinking skills for clinical decision making based on the nursing process and knowledge integration from nursing and general education courses.

As **manager of care**, the graduate delegates, supervises, as well as, collaborate with other members of the health care team. In addition, the graduate uses current information technology to effectively prioritize nursing care when planning, organizing, and controlling activities to achieve patient and organizational outcomes in a cost effective manner. The associate degree nurse organizes and manages care for one or more patients.

As a **member within the discipline of nursing**, the graduate fulfills ethical, legal, and professional expectations consistent with those designated by the Code of Nurses and the Nurse Practice Act, thereby, assuming accountability and responsibility for their care. The graduate is expected to continue formal and informal educational activities and to actively participate as a member of a professional organization.

The **Associate Degree Nursing Education Program** and the **Practical Nursing Education Program** through an organized sequence of planned, guided learning experiences provides a solid foundation upon which students can develop their cognitive, psychomotor, and affective abilities necessary to make sound nursing decisions and to practice competently. The associate degree registered nurse provides direct nursing care, manages nursing care and functions according to professional, legal, and ethical standards as members within the discipline of nursing. The licensed practical nurse provides direct nursing care under the direction of a licensed profession nurse or other wise legally authorized prescriber, manages nursing care for non-acute state clients, and functions according to professional, legal, and ethical standards as members within the discipline of nursing. The practice of the associate degree graduate and the licensed practical nurse graduate are characterized by critical thinking, clinical competence, accountability, and a commitment to the value of caring.

The Associate Degree Nursing Program at Lawson State Community College prepares a graduate to function in the role of a registered nurse. The Practical Nursing Program at Lawson State Community College prepares a graduate to function as a Practical Nurse. Both the registered nurse and the practical nurse assist in health promotion, maintenance, restoration and compassionate end of life care.

The curriculum is a combined program of general education and nursing courses, therefore the student receives an education that is broad in scope emphasizing theory and application to practice. The nurse faculty utilized the mission, philosophy, and program outcomes as a guide in the selection of general education courses that support and compliment the nursing courses.

PROGRAM OBJECTIVES

Level I Objectives for PN graduates and Level I ADN students

Upon completion of Lawson State Community College's Nursing Program, the entry-level graduate will:

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

Level II Objectives ADN graduates

At completion of Level II, the associate degree nursing graduate will be able to:

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations a in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan, in a safe, legal, and ethical manner using the process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of registered nurse upon entry into practice.

The Alabama Community College System Nursing Program Outcomes

1. **Theoretical Competency:** 80% of students will be successful in all core requirements embedded in NUR 107/NUR 203.
2. **Clinical Competence:** 80% of the employers and graduates returning surveys will report satisfaction (Using postsecondary form for Graduate and Employer Satisfaction Tool).
3. **Practical Nursing Graduation Rate:** At least 75% of students admitted to practical nursing programs will graduate within 24 months of initial admission.
4. **Associate Degree Graduation Rate:** At least 75% of students admitted to associate degree nursing programs will graduate within 48 months of initial admission.
5. **Pass Rate:** First time test takers will average 80 % or higher on NCLEX.
6. **Job Placement Rates:** 95% or greater of those seeking employment are employed in nursing within 6 months of graduation.

This organizing framework provides a means of promoting competence and accountability. It is comprehensive, cohesive, and consistent with the realistic needs of the practice community.

Written: September, 1969

Reviewed yearly: last date (10/09)

Revised: 1973, 1982, 1984, 1986, 1987, 1993, 1999, 2000, 2001, 2002, 2004, 2005, 2007, 2008, 2009

FACULTY ADVISOR

The Nursing Faculty recognizes that students will experience certain frustrations and anxiety in attempting to master highly complex skills, concepts, and knowledge. Each student is assigned to a nurse faculty advisor for purposes of: (1) problem solving, (2) additional source of technical information, (3) remedial or enrichment recommendations, (4) encouragement, and (5) self-growth through association with a positive image.

Additionally, your advisor will keep an up-to-date file on each advisee, and approve schedules of advisees and render other counseling as deemed necessary in the relationship. Your advisor must sign your registration form each semester. Counseling may be initiated by either the advisor or the student. Each student should schedule at least a monthly meeting with your advisor. Your advisor will remain the same throughout your tenure in the Nursing Program.

NURSING EDUCATION

The nursing programs consist of a combination of general education courses and nursing courses. Basic needs as identified by Maslow, threats to needs, and the nursing process are the major themes used to develop content within the curriculum. Nursing courses include a classroom component in which a variety of methodologies are used to assist the student in identifying scientific principles in nursing. A clinical component is required to assist students in applying scientific principles to meet individual client needs. These guided clinical experiences are offered in hospitals, healthcare agencies, and selected community agencies.

The Associate Degree Nursing Program consists of five sequential semesters. The Practical Nursing program consists of three sequential semesters. In order to progress to another nursing course the student must earn a “C” or better in classroom and a “Satisfactory” in clinical and earn a “C” in all required general education courses. Students not satisfying these requirements will fail to progress to the next nursing course. However, the student may be readmitted to repeat the failed course. Readmission is allowed only once during the entire nursing program.

Upon successful completion of the Associate Degree Nursing Program, graduates are eligible to apply to write the National Council Licensure Examination — Registered Nurse (NCLEX-RN). Upon successful completion of the Practical Nursing Program graduates are eligible to apply to write the national Council Licensure Examination Practical Nurse (NCLEX-PN). The program of nursing is accredited by the National League for Nursing Accrediting Commission and approved by the Alabama Board of Nursing

APPLICATION PROCEDURE

Students are admitted to the nursing program without discrimination in regard to age, creed, marital status, race, gender or disabilities with reasonable accommodations.

Associate Degree Program

Minimum admission standards for the **Associate Degree Nursing Program** include:

1. Unconditional admission to the college.
2. Receipt of completed application for the nursing program(s).
3. A minimum of 2.50 GPA based on the following criteria:
 - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours;
 - Student that has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours- undergraduate level credit hours are ignored;
 - Student that has less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours – graduate credit hours are ignored
 - For students who have completed any college course work; high school credits will not be used in calculating GPA except as required in the Early College Enrollment Program.
 - For students who have completed no college course work the final cumulative high school GPA should be a 2.5 or higher OR successfully passed the GED exam.
4. If applying for the Associate Degree Program a student must also have a GPA of 2.5 or higher based on a 4.0 scale in BIO 201, BIO 202, and MTH 100 or higher.
5. Eligibility for:
 - a. Eligibility for English 101 and Math 100 or higher as determined by the college
 - b. Eligibility for BIO 201 during the first term of associate degree and practical nursing programs (As a prerequisite to BIO 201, a student must

successfully complete BIO 103 or achieve a passing score on the ACS approved placement exam.

6. Good standing with college.
7. Meeting the essential functions required for nursing.
8. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher).

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

LPN to Associate Degree Nursing Program

Minimum admission standards for the **Mobility LPN to Associate Degree Nursing Program** include:

1. Unconditional admission to the college.
2. Receipt of completed application for the nursing program(s).
3. A minimum of 2.50 GPA based on the following criteria:
 - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours;
 - Student that has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours- undergraduate level credit hours are ignored;
 - Student that has less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours – graduate credit hours are ignored
 - For students who have completed any college course work; high school credits will not be used in calculating GPA except as required in the Early College Enrollment Program.
 - For students who have completed no college course work the final cumulative high school GPA should be a 2.5 or higher OR successfully passed the GED exam.
4. If applying for the Associate Degree Program a student must also have a GPA of 2.5 or higher based on a 4.0 scale in BIO 201, BIO 202, and MTH 100 or higher.
5. The following prerequisite courses are required prior to NUR 201.
 - a. MTH 100 or higher level (3 credit hours)
 - b. BIO 201 Human Anatomy and Physiology I (4 credit hours)
 - c. BIO 202 Human Anatomy and Physiology II (4 credit hours)
 - d. ENG 101 English Composition (3 credit hours)
 - e. Unencumbered Alabama nursing license
 - f. Documentation of 500 hours of work experience as an LPN
6. LPN's who have been graduated from school more than 24 months, or who did not graduate from The Alabama College System approved curriculum must successfully complete **NUR 200 Nursing Career Mobility Assessment Course** prior to the start of the NUR 201 course in the summer semester. NUR 200 is offered each Spring Semester
 - a. Eligibility for NUR 200 Nursing Career Mobility Assessment is listed as follows:

- LPN to AND Nursing Career Mobility Assessment applicants, must have a valid, unencumbered Alabama LPN license and documented evidence of 500 hrs work experience as a LPN within 12 months prior to the start of NUR 201 to qualify for the Mobility Program.

Note: Please be advised that Financial Aid **will not** cover (pay) the tuition of courses that students have already taken and have passed. Therefore, if students wish to retake a course that they received a grade of "A", "B", "C" or "D" in, they can do so, but will be responsible for payment of the course. *Note: The federal government views a grade of "D" as passing. Lawson State nursing programs will not accept a grade of "D" as passing. Students who receive a "D" in classes are required to retake the course if part of their degree requirements. However, Financial Aid will not be applied.*

Practical Nursing Program

Minimum admission standards for the **Practical Nursing Program** include:

1. Unconditional admission to the college.
2. Receipt of completed application for the nursing program(s).
3. A minimum of 2.50 GPA based on the following criteria:
 - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours;
 - Student that has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours- undergraduate level credit hours are ignored;
 - Student that has less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours – graduate credit hours are ignored
 - For students who have completed any college course work; high school credits will not be used in calculating GPA except as required in the Early College Enrollment Program.
 - For students who have completed no college course work the final cumulative high school GPA should be a 2.5 or higher OR successfully passed the GED exam.
5. Eligibility for:
 - a. Eligibility for English 101 and Math 116, 100 or higher as determined by the college
 - b. Eligibility for BIO 201 during the first term of associate degree and practical nursing programs (As a prerequisite to BIO 201, a student must successfully complete BIO 103 or achieve a passing score on the ACS approved placement exam.
6. Good standing with college.
7. Meeting the essential functions required for nursing.
8. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher).

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

Selection and Notification

The following are the selection and notification process:

- The Birmingham Campus Associate Degree nursing program admits a day class in the summer semester and day class in the fall semester. The number of students will be determined by the availability of space. Mobility LPN to ADN admits in the spring semester for those taking NUR 200 and NUR 201 and summer semester for those starting in NUR 201
- The Bessemer Campus Practical Nursing program admits two (2) classes per year. Day applicants are admitted for the fall and spring. The Bessemer Campus Associate Degree nursing program admits once a year for an evening program in the fall semester. Mobility LPN to ADN admits in the spring for those taking NUR 200 and summer semester for those starting in NUR 201.
- Students are selected on the basis of a point system: test scores, specific course grades, and GPA. In case of ties, grade point average and number of courses taken at LSCC will become the deciding factors.
- Five (5) alternates may be selected to fill any last minute vacancies.
- Department of Health Professions will review all applications for completeness of requirements and notify the students selected for admission.
- Along with the notification of acceptance, students will receive information in reference to registration, order of uniforms, and physical examination.
- Students selected must respond in writing confirming acceptance within ten (10) days. A student who fails to respond may forfeit his/her place in the class.
- Nursing students must comply with legal, moral, and legislative standards determined acceptable behavior as a nurse. It is important for prospective nursing students to understand the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. These requirements are explained under the denial of licensure explanation on page 38.

THE ALABAMA COMMUNITY COLLEGE SYSTEM
Lawson State Community College
Nursing Programs Essential Functions

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

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

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

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for 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:

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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: Janice Williams ADA Coordinator on the Birmingham Campus at 929-6383 or Renee Herndon, ADA Coordinator on the Bessemer Campus at 929-3419.

**Alabama Community College System
Nursing Education Programs
Adopted July 31, 2009**

PROGRESSION POLICY

In order to progress in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR at the health care provider level.

Nursing Non-Progression

Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression, and should return to repeat the required courses at the first course offering. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

Reinstatement

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program. Reinstatement to the program will be allowed one time only.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

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

Criteria for Reinstatement

1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

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

TRANSIENT STUDENT POLICY

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

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.

3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

ADN TRANSFER TO LPN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the RN program are only allowed one attempt in the PN program.
7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the college catalog.

If unsuccessful in the PN transfer option, the student must meet current admission/ progression requirements.

Note: Please be advised that Financial Aid **will not** cover (pay) the tuition of courses that students have already taken and have passed. Therefore, if students wish to retake a course that they received a grade of "A", "B", "C" or "D" in, they can do so, but will be responsible for payment of the course. *Note: The federal government views a grade of "D" as passing. Lawson State nursing programs will not accept a grade of "D" as passing. Students who receive a "D" in classes are required to retake the course if part of their degree requirements. However, Financial Aid will not be applied.*

PARTICIPATION POLICY

The faculty of the nursing programs unanimously agree that participation in **Clinical/Laboratory** is an essential learning experience for **all** students and the lack of participation in this experience both lessen student learning and impairs the ability of the teacher to realistically evaluate student performance. The faculty also believes that avoidable absence from clinical/lab reflects a lack of responsibility and will hinder the students opportunity to obtain a satisfactory clinical/lab grade based on the required elements.

PLEASE NOTE THE FOLLOWING:

- The **third** clinical/laboratory absence in any semester will be grounds for termination from the nursing course. A grade of "F" will be assigned.
- Students are not allowed to leave assigned clinical area without permission from the clinical instructor.
- All information about patients and records in clinical facilities is confidential.
- Even doctors' statements cannot excuse students from this departmental policy.

ATTENDANCE

- Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.
- Students are expected to attend **all** clinical rotations required for each course. Only excused absences will be considered for make up. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs. Specific absences will be discussed per the instructor.

STUDENT PREGNANCY

Pregnant students must bring a written statement from their Obstetrician/Certified Nurse Midwife or OB-GYN Nurse Practitioner before registration each semester as to the ability to perform all expected nursing functions fully, safely and without jeopardizing the health or well-being of the student, fetus or patient. In order to resume her student nurse responsibility after delivery, the student must bring a written release from her Obstetrician/Certified Nurse Midwife or OB-GYN Nurse Practitioner. A written release of responsibility signed by the student must also be submitted to the Department of Health Professions.

**Lawson State Community College
Department of Health Professions
Policy on Bloodborne Pathogens**

OSHA Compliance

Department of Health Profession students providing care to patients in the clinical/lab are at increased risk of exposure to various bloodborne pathogens.

The Occupational Safety and Health Administration (OSHA) have set up rules and regulations aimed at controlling the spread of bloodborne pathogens. In an effort to comply with these regulations, the Department of Health Professions at Lawson State Community College has developed an **Exposure Control Plan** and taken the following measures to reduce the risk of infection by bloodborne pathogens.

1. As an important safeguard, all students will be provided with a copy of the OSHA rules and regulations and are required to read the information for understanding. Students are also strongly encouraged to ask questions as it relates to any information covered in such policies.
2. All students will be made aware of the Exposure Control Plan for the Health Professions Program at Lawson State Community College and are required to read the information for understanding. Students are also strongly encouraged to ask questions as it relates to any information covered in such policies.
3. No invasive procedures will be performed in the lab except with mannequins.
4. Students will be oriented by the instructor to the policies and procedures of the agency to which they are assigned for clinical prior to their first patient care assignment. All students must familiarize themselves and follow those policies and procedures of the agency in which they are assigned for clinical that pertain to infection control and compliance with OSHA regulations related to bloodborne pathogens. Failure to follow these procedures will result in a clinical absence. The incident must be documented by the clinical instructor and signed by the student. An incident involving failure to follow procedure aimed at controlling the spread of bloodborne pathogens may result in dismissal from the program.
5. Students will be presented theory and demonstrations of the appropriate personal protective equipment to use, and the correct way to use the equipment. Students must perform a return demonstration that is satisfactory according to critical requirements prior to attending clinical. Clinical missed due to lack of satisfactory skill demonstration will be unexcused.
6. Students will be presented theory and demonstration in principles of medical asepsis and must perform a return demonstration that is satisfactory according to critical requirement prior to attending clinical. Clinical missed due to lack of satisfactory skills demonstration will be unexcused.
7. Students will receive theory and demonstration of correct hand-washing techniques and must perform a return demonstration that is satisfactory according to critical requirement

prior to attending clinical. Clinical missed due to lack of satisfactory skills demonstration will be unexcused.

8. The following personal hygiene and/or work practices in the clinic will be observed at all times. Failure to comply will result in an clinical absence. The incident must be documented by the clinical instructor and signed by the student. Failure to comply with these policies may result in dismissal from the program.
 - a) Universal precautions as recommended or defined by the CDC and/or OSHA must be served in all circumstances in order to prevent contact with blood and other potentially infectious materials.
 - b) Specimens of blood or other potentially infectious materials should be handled according to the policies of the agency in which the student is assigned for clinical experience.
 - c) Any equipment that should become contaminated with blood or other infectious materials should be reported to the person in charge of the facility to which the student is assigned and agency's policies should be followed in handling the contaminated equipment.
 - d) Students should handle, decontaminate, and/or dispose of contaminated personal protective equipment according to the policies of the agency to which they are assigned.
 - e) Any uniform or other garments that become contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and handled according to the policies of the agency to which the students are assigned.
 - f) Gloves should be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and/or non-intact skin; and when handling/touching contaminated items or surfaces. Gloves must be changed after contact with each patient. Any glove that becomes torn should be replaced immediately or as soon as is feasible. Disposal of the gloves following use should follow the policies of the agency to which the student is assigned.
 - g) Students should wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.
 - h) Students should wash hands and any other skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
 - i) All personal protective equipment should be removed immediately upon ceasing to provide care to the patient, or as soon as possible if contaminated, and placed in an appropriately designated area or container for storage, washing decontamination or disposal according to the policies of the agency.
 - j) The handling and disposal of contaminated sharps should be carried out according to the policies of the agency to which the student is assigned for clinical.

- k) Students are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses (personal) in immediate patient care areas or other areas where there is a potential for blood or potentially infectious material exposure.
- l) All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying and aerosolization of these substances.
- m) Where there is potential for exposure to blood and/or other potentially infectious materials, students will be required to use appropriate personal protective equipment. This "appropriate" equipment will not permit blood or other potentially infectious materials to pass through to reach work/street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the equipment is to be used. The equipment may include but is not limited to gloves, gowns, eye protection, masks or shields etc. The type and characteristics of the protective clothing will depend upon the task and degree of exposure anticipated. The policies of the agency to which the students are assigned for clinical/lab should be followed in regard to protective apparel to be worn in various situations.
- n) Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields should be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- o) Contaminated work surfaces should be decontaminated according to the policies of the agency to which the students are assigned.
- p) Broken glassware should not be picked up directly with hands but should be cleaned up using mechanical means such as a brush, dust pan, tongs or forceps.
- q) Regulated waste materials should be handled and disposed of according to the policies of the agency to which the student is assigned. All containers for regulated waste should be closable, puncture resistant, leak proof on side and bottom and labeled or color-coded.
- r) Contaminated laundry should be handled as little as possible with a minimum of agitation. Contaminated laundry should be bagged or containerized at the location where it was used and should not be sorted or rinsed in the location of use. Contaminated laundry should be placed and transported in bags or containers labeled or color-coded according to the policies of the agency. Whenever contaminated laundry is wet and present a reasonable likelihood of soak-through or leakage the laundry should be placed and transported in containers which prevent soak through to the exterior. Students who have been in contact with contaminated laundry should wear protective gloves or other appropriate personal protective equipment.
- s) Items which contain blood or other potentially infectious materials or are contaminated by blood or potentially infectious material are referred to as BIOHAZARDS. Students should recognize the Biohazard label as being fluorescent

orange or orange-red with lettering or symbols in a contrasting color with the following legend:

They should recognize that red bags or red containers may be substituted for labels. Students should handle any material labeled as Biohazard according to the policies of the agency.

- t) Students should treat all blood and body fluids as if known to be infectious for bloodborne pathogens.
- u) All laboratory specimens of body substances are considered to be potentially infectious and should be handled according to the policies of the agency

**LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS**

POLICY ON INFECTIOUS DISEASES

Lawson State Community College is ethically obligated to protect the privacy and confidentiality of any faculty member, students or staff member who has tested positive for an infectious disease. Department of Health Professions personnel who pose a risk of transmitting an infectious disease **must** consult with appropriate health-care professionals to determine whether continuing to provide professional services represents a material risk to the patient and/or self. If a Department of Health Professions faculty, student or staff member learns that continuing to provide professional services represents a material risk to patients, that person should so inform the Program Chairperson/Director. If so informed, the program director will take steps consistent with the advice of appropriate health-care professionals and with current federal, state, and/or local guidelines and will review matters on a case-by-case basis to decide what actions, if any, need to be taken to protect against direct threat of harm to others.

Qualified individuals will not be denied admission to the Department of Health Professions Programs or employment as a faculty or staff member solely on the basis of HIV status. A Department of Health Professions program student, faculty or staff member in direct patient contact, who believes he/she to be at risk has an ethical responsibility to know his/her HIV antibody status. The testing decision will be voluntary, but due to the nature of the disease, the student, faculty, or staff member in direct patient contact is encouraged to be tested.

All Department of Health Profession students and faculty are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. No Department of Health Profession student or faculty may refuse to treat a patient solely because the patient is high risk for contracting, or is HIV positive, or has hepatitis, or any other infectious disease.

Students Printed Name: _____

BLOODBORNE PATHOGENS POLICY ACKNOWLEDGMENT

My signature below confirms that I have read and understand the Lawson State Community College Department of Health Professions Policies on Bloodborne Pathogens and have been apprised of all risks and precautions associated with this subject. In addition, my signature also indicates that that I have received an official copy of the OSHA standards as well that cover additional federal regulations pertaining to this subject.

Applicant's Signature

Date

INFECTIOUS DISEASE POLICY ACKNOWLEDGMENT

My signature below confirms that I have read and understand the Lawson State Community College Department of Health Professions Policies on Infectious Disease and have been apprised of all risks and precautions associated with this subject. In addition, my signature also indicates that that I have received an official copy of the OSHA standards as well that cover additional federal regulations pertaining to this subject.

Applicant's Signature

Date

DISCIPLINARY ACTION

(Clinical Settings)

Patient safety must be the primary concern of the instructor when overseeing clinical experiences. Therefore, it will be the moral and ethical responsibility of the instructor to recommend any student nurse for disciplinary actions when a member of the hospital professional staff or the instructor observes the commission or omission of a practice which endangers the patient. The definition of “practice which endangers the patient” shall be left to the professional judgment of the nurse or professional hospital staff member. The “unsafe practice” will be documented and signed by the observer and forwarded within 48-hours to the Chairperson of the Nursing Program you are enrolled in, the Associate Dean of the Nursing Programs and Vice-President of the College.

Upon notification by a professional staff member a critical incident report is being executed, the supervising nurse faculty member will immediately remove a student from further clinical experiences. Recommendations will be made to the Chairperson of the Nursing Program in which you are enrolled and may include dismissal from the nursing program. Until such time as appropriate action is completed, the student is prohibited from attending further clinical experiences. The student is provided an opportunity for a discussion of the problem. All decisions will be reached through collaborative discussions by the agency and the school.

Student Conduct

Students will be expected to demonstrate responsible, ethical and professional behavior at all times. Failure to comply with this will lead to disciplinary action according to the student code and grievance procedure.

Academic Dishonesty

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

- Cheating on tests is defined to include the following:
 - ✓ Copying from another student’s test paper.
 - ✓ Using materials during a test not authorized by the person administering the test.
 - ✓ Collaborating with any other person during a test without permission.
 - ✓ Knowingly obtaining, using, buying, selling, transportation, or soliciting in whole or in part, the contents of an un-administered test and
 - ✓ Bribing any other person to obtain tests or information about tests.
- “Plagiarism” is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit.
- “Collusion” is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
- Falsification of information, and other unlawful acts with intent to deceive is defined as:
 - ✓ Forgery, alteration, or misuse of college documents, records, or identification cards.
 - ✓ Alteration of answers on answer sheet after grading has taken place.

**LAWSON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
STUDENT DRUG AND ALCOHOL SCREEN POLICY**

Any student who enrolls in a Lawson State Community College nursing program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug and alcohol screening. The student must abide by the College's Drug and Alcohol Screen Policy and Clinical agency policy for which the student is assigned clinical practice. This policy includes random drug and alcohol screening and reasonable suspicious screening.

I. Pre-Clinical Screening

1. All students will receive notice of the drug and alcohol screening guidelines prior to admission to the nursing programs.
2. The nursing programs will maintain on file a signed consent to drug and alcohol screening from each student. Students have the right to refuse to consent to drug and alcohol testing under this program, however, students who decline participation in the program will not be permitted to participate in courses with a clinical lab component.
3. Drug and alcohol screening will be scheduled and conducted by a certified drug screening agency and the cost is approximately *\$45.00. The fee for testing is to be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and/or provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test results on the 10 Classes of Drugs and alcohol as required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses.
6. Positive drug and alcohol screens will be confirmed by the Medical Review Officer. No sample is reported as positive before it has been tested as least three times.
7. Results will be sent to the Associate Dean of the Department of Health Professions at Lawson State Community College. The results will then be designated to the chairperson of the program in which you are enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug and/or screen may apply for readmission to the nursing program. The student will be considered for readmission according to the criteria in Section VI of this document.

II. Random Drug and Alcohol Screening

At any point or time in a student's enrollment, they may be subject to a random drug and/or alcohol screen. The Chairperson of the program you are enrolled in will establish the number of the random screening sample. The selection will be made from all currently enrolled nursing students using a statistically random procedure. After being notified of their selection, students will report to the certified drug screening agency at the designated time and place. The same procedural steps (2-13) outlined in Section IV Student Drug Screen Procedure will be used except that there is no cost to the student for a random screen (step # 1 Section IV).

III. Reasonable Suspicion Screening

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

1. Observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug/alcohol;
2. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance;
3. Evidence of tampering with a drug/alcohol test;
4. Information that the individual has caused or contributed to an incident in the clinical agency;
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs/alcohol while enrolled in the nursing programs.

At any point or time in a student's enrollment, the student may be subject to a reasonable suspicion drug/alcohol screen. After a student's behavior is noted as suspicious, the student will report to the certified drug screening agency at the designated time and place. The same procedural steps (1-11) outlined in Section IV Student Drug Screen Procedure will be used.

IV. Student Drug And Alcohol Screen Procedure

1. Students must pay the *\$45.00 screening fee prior to time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will ask the student if he or she is currently taking any medications. It is important that the student bring all prescription medication at the time of testing.
6. The collector will collect a monitored urine specimen.
7. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label, initial the security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine specimen and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for ten (10) classes of drugs and alcohol:
 1. Amphetamines
 2. Barbiturates
 3. Benzodiazepines

4. Cocaine
5. Cannabinoids MJ
6. Metaqualone
7. Opiates
8. Phencyclidine PCP
9. Propoxyphene Morphine
10. Methadone
11. Alcohol
12. Positive screens will be confirmed by the Medical Review Officer.
13. The Chairperson of the Nursing Program will inform students of the screening results within seven (7) working days of testing.

V. Confidentiality

The Associate Dean of the Department of Health Professions will receive all test results. Confidentiality of the test results will be maintained. Only the Associate Dean and the chairperson of the program in which you are enrolled and the student will have access to the results, the exception being if any legal actions occurs which require access to test results.

VI. To be considered for readmission, students who withdraw from the nursing program due to a positive drug and/or alcohol screen must:

1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

VII. Drug and alcohol screening policies/programs suggested or required by the Alabama Board of Nursing, Lawson State Community College, and/or various institutions with which the College contracts may vary from time to time in any or all of their aspects. Students will be required to comply with the screening which satisfies the program or requirement established by the Alabama Board of Nursing or any clinical agency with whom the College contracts for clinical experience, whether it be pre-clinical drug and/or alcohol screening, random drug and/or alcohol screen, or reasonable suspicious screening.

Some of the ten classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the ten classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and give recommendation (s).

***Fees are subject to change without prior notification.**

BACKGROUND SCREEN POLICY

Students will be required to submit to a criminal background screening prior to being allowed to begin clinical experiences. Many of our clinical affiliates require the background screening as part of the clinical contractual agreements with the nursing programs. Any student who is denied access to a clinical experience by a clinical affiliate due to adverse findings on the background screening may be subject to dismissal from the nursing programs. Additionally, students who refuse to submit to a criminal background screening may be subject to dismissal from the nursing program. Students are responsible for the payment of the background check estimated cost is approximately *\$30.00.

***Fees are subject to change without prior notification.**

I have read, understand, and agree to the above drug, alcohol and background screening guidelines.

I hereby release the testing laboratory, the Medical Review Officer, Lawson State Community College, and the nursing faculty from any claim in connection with the Drug, Alcohol and Background Screen Policy.

I understand that should any legal action be taken as a result of the Drug, Alcohol and Background Screen Policy, that confidentiality can no longer be maintained.

Student Signature

Date

Witness

Date

Last Review:
October, 2009

Lawson State Community College Nursing Programs Student Drug, Alcohol and Background Screen Policy Participation Form

I understand that any student who enrolls in the Lawson State Community College Nursing programs and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug, alcohol and background screening. I certify that I have received a copy of the Lawson State Community College Drug, Alcohol and Background Screen Policy, have read, and understand the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug, alcohol and/or background screen result that I will be unable to participate in the clinical portion of the nursing program. Clinical and classroom participation is required to successfully complete the program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO THE REQUIREMENT TO HAVE A DRUG, ALCOHOL AND BACKGROUND SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG, ALCOHOL AND BACKGROUND SCREEN RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE CERTIFIED LABORATORY PERFORMING THE DRUG ALCOHOL AND BACKGROUND SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG, ALCOHOL AND/OR BACKGROUND SCREEN TO THE LAWSON STATE COMMUNITY COLLEGE NURSING PROGRAMS.

I further understand that my continued participation in the Lawson State Community College Nursing Programs is conditional upon satisfaction of the requirements of the clinical agencies providing clinical rotations for the nursing programs.

Student Signature

Witness Signature

Student Printed Name

Witness Printed Name

Date

Date

Last Review:
October 2009

GRADUATION

The minimum requirements for the award of the Associate in Applied Science Degree with a major in Nursing Education are identified as:

- ✓ Grade of "C" or better in all courses in Program of Study.
- ✓ A minimum of 72 semester hours; 30 hours of general education and 42 hours of Nursing.
- ✓ A transfer student must earn a minimum of 18 semester hours in Nursing with a 2.0 grade point average at Lawson State Community College and be enrolled in a nursing course the semester in which the degree is awarded.

The Minimum requirements for the long certificate Licensed Practical Nursing award are identified as:

- ✓ Grade of "C" or better in all courses in Program of Study.
- ✓ A minimum of 45 semester hours; 6 general education and 39 hours of Nursing.
- ✓ A transfer student must earn a minimum of 11 hours (25% of the total program) in Nursing with a 2.0 grade point average at Lawson State Community College and be enrolled in a nursing course the semester in which the certificate is awarded.

Graduation Procedures

- ✓ Each prospective graduate must make application for degree in the Registrar's Office prior to completion of course work (the dates vary).
- ✓ After application has been filed, copies of the application, transcript and degree plan are sent to the Department of Health Professions for program and academic evaluation by your advisor. (No student is permitted to graduate with a cumulative average less than 2.0 and 72 semester hours of earned credits for the associate degree or 45 semester hours for the licensed practical nurse certificate.)
- ✓ After each applicant has been evaluated and has successfully achieved minimum requirements (see above) the application is completed and signed by the Chairperson of the program in which you are enrolled, the signed application then is given to the applicant.
- ✓ The applicant takes the signed certificate to the Business office and pays all outstanding fees. After payment of all fees the certificate is validated and returned to the student.
- ✓ The completed application is then taken by the student to the Vice President's Office where the application is reviewed by the Vice President or his designee.
- ✓ The Vice President forwards the application to the Registrar's Office where the student is certified as an applicant for graduation.

These procedures and dates must be adhered to; otherwise the applicant may forfeit his/her opportunity to participate in the graduation exercises.

LICENSURE

To be eligible for licensure as a Registered Nurse or Licensed Practical Nurse, all applicants must satisfy the legal requirements as stipulated by the Alabama Board of Nursing's Administrative Code.

- Graduates are encouraged to make application to the Alabama Board of Nursing and the National Council of State Boards of Nursing online.
- The application to write the state licensing examination (NCLEX-RN) and (NCLEX-PN) and official transcript should be submitted either together or close to the same time. The examination is scheduled by the graduate after receiving authorization to test (ATT).
- The required fees must accompany the application - money orders, certified checks and personal checks are accepted.

DENIAL OF LICENSURE

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

610-X-8-.02 Grounds for Denial of a License.

The following may be grounds for denial of a license and/or temporary permit by examination or endorsement:

- (1) Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
- (2) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.
- (3) A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.
- (4) Having disciplinary action pending or having a license denied, conditionally issued, reprimanded, placed on probation, suspended, revoked, or voluntarily surrendered in another state, territory or country.
- (5) Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in this state under Rule 610-X-8-.03.
- (6) Failure to produce evidence of good moral character.
 - (a) The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing.
 - (b) Failure to show good moral character includes but is not limited to a criminal history or pattern of illegal conduct or disregard for the law.
- (7) Any other reasons authorized by law.

Author: Alabama Board of Nursing

Statutory Authority: Code of Alabama, 1975, §§ 34-21-21, 34-21-25.

History: Effective September 29, 1982. Amended April 27, 1984. **Repealed and Replaced:** Filed January 29, 2002. Effective March 5, 2002.

FAILURE TO COMPLY WITH ANY OF THE PRECEDING STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.

It is important for the nursing students to know about the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the Application for Licensure as a Registered Nurse and a Licensed Practical Nurse by Examination which ask THE FOLLOWING QUESTIONS

∴ If the answer to any of the following questions is YES, attach a detailed explanation and CERTIFIED copies of all pertinent records, treatment records, military and/or records from another board of nursing. If this information has been previously submitted to this Board, please indicate that and when disclosure occurred. Allow additional time for "YES" answers to be reviewed.

1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? YES NO
2. Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? YES NO
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? YES NO
4. Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? YES NO
5. Have you ever had disciplinary action or is action pending against you by any state board of nursing? YES NO
6. Have you ever been placed on a state and/or federal abuse registry? YES NO
7. Have you ever been court martialled/disciplined or administratively discharged by the military? YES NO

Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

HEALTH AND LIABILITY INSURANCE

All students are required to purchase health and liability insurance before being permitted to engage in any clinical experiences. Students are responsible for any expenses incurred for health care services provided.

FLU VACCINATION

Nursing students and faculty are required to present documentation of the flu vaccine and the H1N1 vaccine by December 15th in order to continue in the clinical settings. Students and faculty who are unable to receive the vaccination(s) must present in writing, the physician's advisement against the flu vaccine for that individual".

EMPLOYMENT POLICY

A full-time student **should not** hold a full time job. If a student feels that employment is necessary, it is suggested that part-time work be sought. The number of hours worked should not exceed twenty-four (24) hours per week.

CHILDREN ON CAMPUS

In order to retain the proper decorum for the delivery of college-level instruction in the classroom, students enrolled in Lawson State Community College are not permitted (except under the circumstances stated herein as an exception to the general policy) to bring children into College classrooms, labs, or shops, regardless of the age of the child. Nor should students leave unattended children in any building or on any grounds of the College at any time. An exception to this policy can be made with the approval of the respective instructor if the child of a Lawson State Community College student is a high school senior, or at least 18 years of age, and is a prospective student at Lawson State Community College. In such case, the student may be allowed to bring the child to no more than one session of each course that the student is taking.

In addition, in the interest of the safety, unless a person under the age of 18 (who is not a student of Lawson State Community College or another participating college) is a participant in a Lawson State Community College sponsored activity, an adult must supervise or accompany the young person at times that the young person is on any campus of Lawson State Community College. Furthermore, it is not permissible for any person to leave a child in custodial care on any premises of Lawson State Community College while attending classes or extracurricular activities. It is recommended that Lawson State Community College students and visitors leave their children in the care of an appropriate childcare provider while attending any class, function, or other College activity that may prevent their personal supervision of their children.

This policy applies to all students, guests, and visitors of Lawson State Community College and shall be published in all student handbooks and posted in appropriate locations throughout the campuses of Lawson State Community College. Lawson State Community College will not be liable for any injury, or property loss or damage, suffered by any party as a result of a violation of this policy.

-Approved December 3, 2002 by President's Cabinet

STUDENT NURSES' ASSOCIATION

The students enrolled in the nursing program are eligible to become members of the National Student Nurses' Association. All students are encouraged to become members and take an active roll in the organization.

ELECTION OF ADN CLASS OFFICERS

Officers will be elected from incoming students (Level I) on or about the first week in October. A faculty member will be appointed as an advisor. The following officers will be elected:

- President
- Vice President
- Secretary
- Treasurer
- Historian

Level II officers will be elected after completing two semesters (Level I) in the Nursing Program. A faculty member will be appointed as an advisor. The following officers will be elected:

- President
- Vice President
- Secretary
- Treasurer
- Historian

ELECTION OF LPN CLASS OFFICERS

Officers will be elected from the students enrolled in their last semester courses on or about the first week of class. A faculty member will be appointed as an advisor. The following officers will be elected:

- President
- Vice President
- Secretary
- Treasurer

These student officers or their representatives are invited to participate on various nursing faculty committees.

EVALUATION POLICIES

Each course is comprised of two components, theory and clinical with the exception of Health Assessment and Introduction to Pharmacology.

- Theory grades are based upon achievement of unit examinations. Examinations may include questions and statement from the lectures, assigned group projects, audio-visual materials and assigned readings.
- Clinical grades are based upon mastery of skills as related to the course content and demonstrated in the clinical setting and the skill laboratory; drug cards; and written nursing care plans.

Each student is given both verbal and written notification of theory and clinical grades and is counseled if problems exist or improvement is needed.

A student not scoring 75 or greater on any unit exam will be required to spend a minimum of two (2) hours in either Learning Resources Center (Health Professions or Lawson State Community College) reviewing relevant filmstrips, videos, etc. The student must submit a one-page summary of the two-hour remediation session to the course instructor not later than one week after the unit examination.

Letter grades are assigned in theory and satisfactory/unsatisfactory grades are assigned in the clinical component.

The student must attain a theory grade of "C" or better and a "satisfactory" in the clinical setting to successfully complete a course. The student cannot pass the course based on grade point average alone, if his/her performance is not satisfactory in the clinical area.

Grades are indicated by letters which have values on a scale of 100 as follows: ***No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.***

100 – 90	=	A
89 - 80	=	B
79 - 75	=	C
74 - 60	=	D
59 & Below	=	F

Make-up examinations **will not** be given unless the instructor is notified of the reason for the absence prior to the hour of the examination. Only one make up examination may be taken for each course of study. Missed tests which are not eligible for makeup will be given a grade of zero (0). All make up test will be given during the week of final examinations.

Examination Review Policy

Examinations will be reviewed no later than one week after administration. The review will take place at the end of the class period. Questions regarding an examination must be made no later than 1 week after the review. After this period of time, there will be no changes made in grade computation. Students will not be permitted to review an examination again after this period.

ATI Achievement Tests

Students are required to write the ATI achievement examination at the completed of each semester. Failure to write the examination will result in a grade of "I".

CARDIOPULMONARY RESUSCITATION CERTIFICATION

All students are required to become certified in cardiopulmonary resuscitation at the basic level for health professionals prior to being permitted to engage in any clinical experience.

HEALTH FORM

Each student must have on file a current health status form. An **annual** health examination including TB skin test and/or chest x-ray is required of students whose course of study extends past a twelve month period.

EXPECTATIONS

Clinical and individual conferences are planned to provide the student with the opportunity to share learning and to evaluate experiences encountered in the clinical setting. Objectives are prepared for each unit and are intended to help the student focus on relevant aspects.

The student is to assume responsibility for his/her independent learning. The instructor assumes the responsibility of guiding, assisting, clarifying, expanding upon this knowledge the student has obtained through his/her independent actions.

It is recommended that the student utilize the following suggestions as a guide to enhance the degree of his/her class participation, understanding and comprehension of material presented by the instructor.

Pre-Class Preparation

1. Read assigned text unit.
2. Answer unit objectives.
3. Read assigned articles related.
4. Review anatomy and physiology of system involved with each disease.
5. Review pharmacological actions, side effects of all drugs mentioned in each disease.
6. Review nutritional aspects of special diets in related diseases.
7. Define all unfamiliar words or terms.

Pre-Clinical Preparation

It is required that the student utilize the following as a guide to enhance the degree of his/her performance and application of theory content in the clinical setting.

1. Familiarize self with patients needs and problems (through chart, kardex, text, team members, patient/family) as related to:
 - a. Diagnosis/Psychosocial Factors
 - b. Nursing/Medical Management Treatment
 - c. Nutrition/Special Diets
 - d. Medication, etc.
2. Familiarize self with medications to assigned patients. (Identify the patient's need for specific medication, relate the expected outcomes, identify side effects and state nursing responsibilities, as well as accurate dosage calculations.)
3. Show knowledge of pre-planning when performing new procedure or handling new equipment.
4. Organize nursing care for client according to basic need priorities, recognizing patient care.
5. Practice charting professionally using correct grammar and medical terminology that includes treatment, observations or any aspect of patient care.
6. The student **CANNOT** pass the course, based on grade point average alone, if his/her performance is not satisfactory in the clinical area.

If a student comes to the clinical area unprepared to deliver safe nursing care, he/she will receive a clinical absence for the day. The student may be asked to return to the School of Nursing during the remaining clinical time to complete required clinical preparation. Written

documentation of completed clinical preparation is to be submitted to the clinical instructor not later than end of the clinical day.

If a student comes to the clinical area unprepared to deliver safe nursing care for second time during a nursing course, he/she must meet with the Chairperson of the Nursing Program. The meeting must occur prior to the next scheduled clinical day. Failure to do so will result in an additional clinical absence.

If a student comes to the clinical area unprepared to deliver safe nursing care for a third time during a nursing course, he/she will be unable to meet course objectives and must withdraw from the course.

Professional Behavior

Students must abide by both the Department of Health Professions and the clinical agency policies.

It is the responsibility of the student to notify the clinical facility and instructor in advance if the student will be either tardy or absent for the scheduled clinical experience. Failure to notify the instructor and clinical facility in advance will result in a clinical absence for the day.

Students must maintain patient information confidentiality in accordance with HIPPA requirements. Failure to do so will result in a clinical absence for the day.

Students are to remain in their assigned clinical area. Leaving the clinical area without permission of the clinical instructor will result in a clinical absence for the day.

Clinical Procedures Performance

All students must be able to satisfactorily perform clinical skills required in previous prerequisite nursing courses. A student who performs unsatisfactorily on a nursing procedure in the clinical area will be given an unsatisfactory for the procedure and must return to the college practice laboratory and satisfactorily demonstrate the skill within the time frame determined by the instructor. Unsatisfactory performance of the skill in the college practice laboratory means that the student is unable to meet the objectives for the nursing course and must withdraw from the course.

CLINICAL EXPERIENCE POLICY

The clinical evaluation tool is written in accordance with the program and course outcomes and includes expected behaviors and characteristics from clinical participation as well as from written assignments.

The clinical evaluation tool will be shared with and explained to the student prior to the clinical rotation. Written assignments will be an inherent aspect of the clinical experiences. All written assignments must be turned in on date due in acceptable form (type or ink written neatly on lineless paper). Written work received after the due date will be considered late (unless the dates have been extended by the instructor). ***IF ALL WRITTEN ASSIGNMENTS ARE NOT RECEIVED PRIOR TO THE END OF THE SEMESTER, THE STUDENT WILL RECEIVE A COURSE GRADE OF "I". All requirements to remove and "I" must be completed within***

six weeks of the following semester in which the grade was given. If requirements are not completed within the six weeks period, the grade of “F” will be assigned.

A satisfactory clinical grade and 75% or above theory grade MUST be obtained to complete the course successfully. The student cannot pass the course if unsuccessful in either theory or clinical.

Furthermore, it is understood that your role is as a student: (1) enrolled in a clinical course requiring your presence at the health care facility; (2) not an employee of the institution or of the health care facility; (3) not expecting nor receiving compensation for participation in the clinical course from either the institution or the health care facility; and (4) not promised nor offered a job at the health care facility as a result of participation in the clinical course.

TEACHING METHODOLOGY FOR NURSING COURSES

1. Lecture and small group discussions.
2. Demonstration of nursing procedure in the Skill Laboratory.
3. Independent study and arranged time activities for the Learning Resource Center and the Skill Laboratory. These activities are coordinated with the weekly lectures.
4. Provisions are made for individualized instruction. These include small group or individualized tutoring; arranged time activities; assignments to the Skill Laboratory for additional supervised and/or independent practice; and arrange time activities/assignments to the Learning Resource Center additional instruction in problem areas.
5. Audio visuals are coordinated with lecture and laboratory practice. These are in the form audiovisuals and computer software.
6. Guest lecturers.

LEARNING RESOURCES CENTER

The Department of Health Professions has established a Learning Resources Center. There are two components of the Center: an Instructional Center and a Clinical Learning Laboratory.

The Center is stocked with easily accessible resources to help you reach these objectives. These resources include audio visuals and computer software, additional reference materials for review or remediation assessment examinations and study guides. These audio visuals and computer software are supportive of the concepts discussed and objectives of the course. The Instructional Center is open daily from 8 a.m. to 6 p.m. on both campuses.

CLINICAL LEARNING LABORATORY

The Clinical Learning Laboratory provides the opportunity for you to develop your nursing skills through self-activity (practice). You may practice psychomotor skills until mastery is obtained. You are expected to practice all procedure prior to your assigned laboratory periods.

The Clinical Learning Laboratory is opened daily from 8 a.m. to 6 p.m.

DRESS CODE

1. Uniform (dress) should not be shorter than the middle of the knee.
2. The student is required to wear a lab coat and name tag/picture I.D. when going to the hospitals for assignments/clinical. Lab coats are to be three fourths or full length. The student is to come for class/clinical assignment in proper attire, as deemed by the individual institution. The following are considered to be the examples of improper attire, shorts (mid-thigh or higher), jeans (clinical), T-shirts, halter tops, house shoes, thongs, and braless. Lab coats are not to be worn while giving patient care, but may be worn during the assessment period. Street clothes under the lab coat must conform to the policy of the institution. White or navy sweater may be worn with uniform. Uniforms and lab coats must be clean and pressed at all times.
3. Shorts should be to the knee if worn to classes.
4. Uniforms and lab coats are to be worn only to clinical experience.
5. All underclothes should be neutral or white, no thong underwear, and slip must be worn under dress.
6. Name tags must be worn on the left front of uniform or lab coat.
8. Support Hosiery should be white, clean and worn without runs.
9. The white leather duty shoe is worn. The ties must be clean and the shoes polished at all times.
10. If ears are pierced, one pair of small stud earrings may be worn by female students only. Only wedding rings may be worn during patient care. No other rings in visible body parts pierced (including the tongue) or non -pierced are permitted.
11. Keep hair, including beards, well groomed and off the shoulders at all times for all students, male and female. Decorative hair ornaments are inappropriate. Hair colors not natural to human hair are prohibited.
12. A daily bath and attention to oral hygiene is imperative.
13. Nails should be trimmed short with no nail polish. No artificial nails, acrylic, gel, or press-on. No nail art, silk wrap or any other nail enhancements.
14. No perfumes, colognes or body sprays should be worn.
15. No visible tattoos are permitted in the clinical area.
16. While in uniform smoking is prohibited. Students are not allowed to chew gum in the clinical setting.

NOTE: Violation of the dress code is cause for disciplinary action.

RESOLUTION OF AN IMMEDIATE PROBLEM

Any student who feels he/she has been treated “unfairly” by an instructor has the right to have complaint(s) aired and/or investigated. This document describes the procedure whereby the student may present his/her complaints.

Step 1. The student should consult with the instructor and level coordinator promptly (within 3 days) after the occurrence of the event. If the appeal is not satisfied at this level; the student should meet with the Department Chairperson then the Associate Dean of Health Professions in an informal attempt to reach closure. The conference will be recorded on the appropriate form with the rationale for the decision. One form will be given to the student, one copy for the student record, and one copy for the Nursing Program’s file.

Step 2. If an agreement is not reached using the informal approach, the student may file a formal written appeal by following the procedure in the College Student Handbook.

**LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS
STANDARD PRACTICAL NURSE CURRICULUM**

First Term

Course	Theory	Lab	Clinical	Credit	Contact
Mathematical Requirement MTH 116, MTH 100 or Higher Level	3	-	-	3	3
Human Anatomy and Physiology I *BIO 201	3	1	-	4	6
Fundamentals of Nursing NUR 102	3	2	1	6	12
Health Assessment NUR 103	-	1	-	1	3
Introduction to Pharmacology NUR 104	-	1	-	1	3
Term Total	9	5	1	15	27

Second Term

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

Third Term

Course	Theory	Lab	Clinical	Credit	Contact
Adult/Child Nursing NUR 107	5	-	3	8	14
Psychosocial Nursing NUR 108	2	-	1	3	5
Role Transition for the Practical Nurse NUR 109	2	1	-	3	5
Term Total	9	1	4	14	24

***Courses must be taken within the last five years at the time of application.**

Program Totals

Credit Hours: 49 Hours
Contact Hours: 1185 Hours
General Education: 14 hours
Nursing Hours 35

Note: Please be advised that Financial Aid **will not** cover (pay) the tuition of courses that students have already taken and have passed. Therefore, if students wish to retake a course that they received a grade of "A", "B", "C" or "D" in, they can do so, but will be responsible for payment of the course. *Note: The federal government views a grade of "D" as passing. Lawson State nursing programs will not accept a grade of "D" as passing. Students who receive a "D" in classes are required to retake the course if part of their degree requirements. However, Financial Aid will not be applied.*

LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS
CAREER MOBILITY
LPN TO ASSOCIATE DEGREE NURSE CURRICULUM

Prerequisite Courses Prior to NUR 201:

- MTH 100 or Higher Level Mathematical Applications (3 credit hours)
- *BIO 201 Human Anatomy and Physiology I (4 credit hours)
- *BIO 202 Human Anatomy and Physiology II (4 credit hours)
- ENG 101 English Composition (3 credit hours)

Must hold a valid unencumbered Alabama Practical Nursing License with documentation of employment as an LPN for a minimum of 500-clock hours within 12 months prior to admission.

***Courses must be taken within the last five years at the time of application.**

Total Prerequisites: 14 credit hours Prior to NUR 201

First Term

Course	Theory	Lab	Clinical	Credit	Contact
NUR 200 Nursing Career Mobility Assessment	3	3	-	6	12
Term Totals	3	3		6	12

Second Term

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

Third Term

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

Forth Term

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

Program Totals:

Total Credit Hours: 57
Total Contact Hours: 1035
General Education: 30
Nursing Hours: 27

Note: Please be advised that Financial Aid **will not** cover (pay) the tuition of courses that students have already taken and have passed. Therefore, if students wish to retake a course that they received a grade of "A", "B", "C" or "D" in, they can do so, but will be responsible for payment of the course. *Note: The federal government views a grade of "D" as passing. Lawson State nursing programs will not accept a grade of "D" as passing. Students who receive a "D" in classes are required to retake the course if part of their degree requirements. However, Financial Aid will not be applied.*

LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS
STANDARD ASSOCIATE DEGREE NURSE CURRICULUM

First Term

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

Second Term

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

Third Term

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

Fourth Term

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

Fifth Term

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

***Courses must be taken within the last five years at the time of application.**

Program Totals:

Total Credit Hours: 72 Hours
Total Contact Hours: 1680
General Education: 30 Hours
Nursing Hours: 42 Hours

Note: Please be advised that Financial Aid **will not** cover (pay) the tuition of courses that students have already taken and have passed. Therefore, if students wish to retake a course that they received a grade of "A", "B", "C" or "D" in, they can do so, but will be responsible for payment of the course. *Note: The federal government views a grade of "D" as passing. Lawson State nursing programs will not accept a grade of "D" as passing. Students who receive a "D" in classes are required to retake the course if part of their degree requirements. However, Financial Aid will not be applied.*

LAWSON STATE COMMUNITY COLLEGE
Department of Health Professions

INFORMAL GRIEVANCE REPORT - FORM A

PART I. GRIEVANCE

TO: Chairperson

FROM: _____

DEPARTMENT/PROGRAM: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

Date(s) of occurrence(s) upon which grievance is based: _____

Description of Grievance: (If complainant is alleging a violation based on gender, handicap, or disability, complaint should include a reference to the pertinent section(s), if known, of the relevant statute or regulation.) (Use additional pages if necessary to describe grievance. Please attach any supporting documents.)

Complainant's Signature: _____

(Submit original and two copies to the chairperson)

LAWSON STATE COMMUNITY COLLEGE
Department of Health Professions

INFORMAL GRIEVANCE REPORT - FORM B

PART II. REPORT OF CHAIRPERSON

TO: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

FROM: _____ **DATE:** _____

Response to Grievance: (Attach additional pages or document, if necessary.)

Findings and conclusions:

Proposed actions by Department in response to the grievance:

Signature of Chairperson: _____

cc: Associate Dean Health Professions

LAWSON STATE COMMUNITY COLLEGE
Department of Health Professions
Student Handbook

Acknowledgment of Department of Health Professions Student Handbook

I have received a copy of the Department of Health Professions Student Handbook.

In receiving the Student Handbook, I understand that I am expected to adhere to the Nursing Guidelines and Policies and that the Nursing Guidelines and Policies will ***not*** be changed to meet my own desires. I understand that these policies are official addendums to the Lawson State Community College Student Handbook and that I am expected to abide by the contents of each.

Student Name (PRINTED)

Student Signature

Date