

SOUTHERN STATE
NURSING DEPARTMENT

PRACTICAL NURSING

PROGRAM

STUDENT HANDBOOK

SPRING 2026

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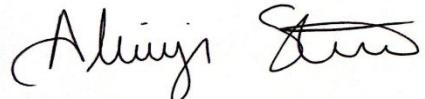
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Welcome to the Southern State Community College Nursing Program!

We are excited to support you as you begin this journey into a challenging, meaningful, and deeply rewarding profession. The faculty, staff, and I believe in your potential, and we're honored to walk beside you as you grow into the nurse you are meant to become.

This handbook will guide you through expectations, resources, and the standards that shape your success. We are glad you're here.

Sincerely,

A handwritten signature in black ink, appearing to read "Abigail Storrs".

Abigail Storrs, MSN, APRN, FNP-C
Director of Nursing

PHILOSOPHY FOR THE NURSING PROGRAM

Mission

The Nursing Programs support the mission of SSCC by providing accessible, affordable, and high-quality nursing education. The curriculum prepares graduates to become novice nurse generalists, to continuously improve performance, and adapt to changes within healthcare.

Vision

The Nursing Programs will be a First-Choice Program and collaborate with exemplary universities to support graduates pursuing advanced degrees. Graduates will exhibit safe, efficient, high quality, and contemporary nursing practice. The graduates will aspire to be health care leaders valuing unity, professionalism, quality, compassion, caring, and life-long learning.

Values

The Nursing Programs value unity, professionalism, quality, compassion, caring, and life-long learning.

Philosophy

The nursing faculty and staff of the SSCC Nursing Programs believe:

Nursing is a dynamic interaction between the patient and the nurse designed to promote, maintain, and restore a maximum level of health. Nursing is an art and applied science. It is a creative and continually evolving discipline occurring in a variety of settings. Individuals, families, groups, and communities are served. A specialized knowledge base, intuition, experience, and caring are used to develop clinical judgement needed to provide individualized care.

Learning is a life-long process, building on past knowledge and experience, and adding new information, skills, and behaviors. Learning involves the development of cognitive, affective, and psychomotor skills. The educational experience facilitates the development of communication processes, clinical reasoning, analytical inquiry, creativity, professional behavior and ethical conduct. The faculty function as guides to the learning process.

The curriculum is provided in a sequential manner using the infrastructure of the Ohio Nurse Competency Model. The curriculum uses nursing concepts and a body system approach to provide the content. Competencies in the following areas are progressively established.

- Patient-centered Care
- Leadership & Professionalism
- Evidence-Based Practice
- Quality Improvement & Safety
- Informatics & Technology
- Communication, Teamwork & Collaboration
- Systems-Based Practice

Learning and retention of knowledge requires engagement of the mind and application of the content. The students are responsible for and held accountable to engage in learning. Learners use their current knowledge and lived experience as a foundation to build additional knowledge, skill, and attitudes. Knowledge is personal and based on the experiences and beliefs of the individual. The learner must have the resources including the time and energy needed to obtain the desired learning outcomes.

Practical Nursing Ohio Nurse Competency Model	Semester Focus	Normal Patient	Patients with Chronic Conditions	Patients with Acute & Chronic Conditions
			1st Semester	2nd Semester
Patient-Centered Care	Engage in nursing practice that is holistic and patient-centered while culturally appropriate to individuals, families, and communities.	Recognize their own values, beliefs, and attitudes related to health and wellness.	Recognize diverse patients' values, beliefs, and attitudes related to health and wellness.	Incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with acute & chronic conditions.
Leadership & Professionalism	Practice nursing that includes the acceptance of leadership responsibility and incorporates personal responsibility and accountability for continued competence.	Recognize and demonstrate professional behaviors as expected as a beginning nursing student.	Demonstrate professionalism and accountability during the provision of patient care.	Demonstrate professionalism and leadership in the provision and coordination of care.
Evidence-Based Practice	Deliver nursing care utilizing documented best practices.	Articulate the need for an evidence-based approach to nursing practice.	Implement evidenced-based practice in the care of well patients & patients with chronic conditions.	Utilize an evidence-based approach in the provision of patient care to patients with acute & chronic conditions.
Quality Improvement & Safety	Integrate principles of quality improvement and safety into nursing practice.	Identify patient safety issues and risks.	Apply safety measures to well patients & patients with chronic conditions.	Identify and interpret factors for improving patient safety for patients with acute & chronic conditions.
Informatics & Technology	Utilize patient care technology for the delivery of patient care and management of information.	Develop basic understanding of patient care technology and health care information systems.	Use patient care technology and health care information systems in the provision and documentation of patient care.	Incorporate the use of the patient care technology and health care information systems to enhance decision-making.
Communication Team Work & Collaboration	Work collaboratively with individuals, significant support person(s), and members of the healthcare team utilizing effective professional communication.	Identify the aspects of effective professional communication and the roles and values of the health care team.	Communicate effectively with health care team to meet the needs of patients.	Communicate and collaborate with the health care team to provide quality care.
Systems-Based Practice	Recognize the role of the nurse within the context of the larger health care system.	Identify the scope of practice of a student nurse within the clinical organization.	Articulate the scope of practice of a licensed practical nurse and summarize the contribution of the health care team members.	Incorporate resource management appropriately during the provision of care.



PROGRAM POLICIES

ATTENDANCE

Policy

Attendance and engagement in class / lab / clinical / preceptorship / simulation lab and other learning experiences is **required**. Students are expected to be prepared to begin the learning experience at the time/date scheduled. Emergencies and illness may prevent the student from attending a learning experience at rare intervals. Otherwise, it is expected that the student participates in the planned learning experiences. Weddings, vacations, scheduled appointments and other planned events are not identified as just causes for absences.

Occurrence

1. Students who will be tardy or unable to attend the scheduled learning experience are expected to *personally notify the faculty / instructor/preceptor responsible for the class / skill lab / simulation lab / clinical / preceptorship before the scheduled session on each day*.
 - a. Contact via instructor's extension or email; may leave message.
 - b. Clinical instructor is to be contacted directly, unless otherwise requested by the individual instructor, when unable to attend clinical experience.
 - i. Must notify the preceptor and clinical instructor when absent during scheduled preceptor hours.

Tardiness

1. Students who arrive for *class / skill lab / simulation lab / clinical / preceptorship after the scheduled time or leave prior to being released* by the instructor will be considered tardy.
 - a. Two episodes of tardiness will be recognized as an absence of 3 hours or no longer than length of class time.
 - b. When arriving after scheduled start of learning experience, student not permitted to enter until 1st break or as permitted by the instructor.

Absence

1. Students absent for *more than 20%* of the hours for the scheduled learning experiences (*class / skill lab / simulation lab / clinical / preceptorship*) for each course will receive an instructor withdrawal and will not be able to complete the course.
 - a. Students approaching the 15% threshold will receive a written warning regarding absenteeism.
 - i. Student must schedule appointment with the Director within a week of receiving written warning.
2. If the student has not notified the instructor prior to missing a learning experience for the course, a written report of the incident will be completed, the student counseled, and the documentation placed in the student's file. A second incident will result in an "F" for the course.
 - a. Student must schedule appointment with Director within a week of receiving written warning.
3. The student is responsible for contacting the instructor within 48 hours following the absence regarding a make-up opportunity for any missed exam. Failure to do so will result in loss of makeup opportunity and a grade of "0" for the exam.
 - a. Only one (1) make-up exam per course is permitted per semester.

- i. Students absent during exams more than one (1) time will receive a zero (0) score on all missed exams following the one (1) time when a make-up exam is offered.
- 4. If the student is absent and has not notified the instructor prior to missing an exam, the highest grade the student may achieve is 80%. The total of the incorrect responses on the exam will be deducted from the 80%.
- 5. If the student arrives after testing has started and no completed exams have been submitted, the exam must be completed within the remaining scheduled time for testing.
 - a. The student will be identified as tardy.
 - b. If a completed test has been submitted, the student will not be permitted to test and the event will result in an absence. (See 3a and/or 4)
- 6. Students becoming ill during a class / skill lab / sim lab are expected to quietly leave the classroom / skill lab / sim lab setting. The instructor is to be notified following the class.
 - a. If a student becomes ill during an exam, the student's grade will be calculated as submitted. A make-up opportunity is not available.
- 7. Students becoming ill or injured during clinical are to notify the clinical instructor immediately.
 - a. Patient care will be reassigned.
 - b. Emergent needs of the student will be addressed.
 - c. Students are responsible for fees associated with any healthcare obtained.
 - i. Includes health care needed due to concern over possible personal injury from an accident during clinical practice.
- 8. If a student arrives unfit or unprepared for any learning experience, the student will be dismissed from the learning experience, and will result in an absence.
- 9. Dismissal from clinical area due to failure to follow policy will result in an absence.
- 10. Students are responsible for knowledge related to the content reviewed during the learning experience not attended.

11. The information in the following table identifies actions needed when a student is absent from a learning experience.

Classroom	Skill Lab	Sim Lab	Clinical / Preceptor Experience
Contact instructor prior to learning experience if absent or tardy. Contact the instructor within 48 hours following the absence regarding a make-up opportunity for any missed exam.	Contact instructor prior to learning experience if absent or tardy. Review knowledge and skill. Absence during a session of a skill evaluation will result in the loss of 1 attempt. <u><i>Greater than 4 absences will result in an unsatisfactory for the course.</i></u>	Contact instructor prior to learning experience if absent or tardy. Attendance at another scheduled session or a make-up assignment, at the simulation instructor's discretion, is required for any missed simulation activity. a. The student is responsible for contacting the simulation instructor regarding the required make-up assignment.	Contact instructor prior to learning experience if absent or tardy. Clinical assignment for missed hours will be at the discretion of the instructor. <u><i>Only one make-up opportunity will be offered. An absence of 2 clinical experiences will result in an unsatisfactory for the course.</i></u> Clinical hours supervised by a preceptor are to be completed as scheduled. a. The schedule for the preceptorship hours must be approved by the clinical instructor prior to beginning the preceptorship. b. All missed clinical preceptorship hours must be rescheduled with the preceptor and approved by the clinical instructor.

12. Weather Cancellations/Delays

- a. Nursing courses begin at the time scheduled for the college to open. **Please note this is different than the SSCC Policy.**
 - i. As an example, if you are scheduled for a class from 8:30 am to 11:00 am and the college is opening at 10:00 am, you are expected to report to class at 10:00 am.
- b. Clinical cancellation will be determined by the clinical instructor.

BACKGROUND CHECK

Policy

Criminal background record checks will be conducted for all health science students as a requirement for clinical sites. This review is completed to ensure the safety of patients and others while fulfilling the requirements of the Ohio Revised Code (ORC). Students are notified of the requirement as a component of the application process and/or per associated syllabi in addition to this policy.

A past felony or misdemeanor conviction may disqualify a student from completing the clinical/practicum requirements of a Health Science program and therefore, would not be able to complete the associated course and/or program. Also, the student may be prohibited from taking a state licensure/certification exam.

Guidelines

1. Students will be given a copy of this policy before the criminal background check is completed.
2. Fees related to the criminal background check will be the responsibility of the student. The fee may be a component of lab fees.
3. Students are required to complete a criminal background check conducted by SSCC to participate in the health science programs.
 - a. Students are expected to attend the session scheduled for completion of the criminal background check.
4. If unable to attend, the student may need to travel to another campus as scheduled by appointment.
5. A repeat criminal background check report (with an additional fee) will be obtained for the following:
 - a. Charge or conviction of any offense during enrollment
 - i. Students must report to the Director of the health science program enrolled any charge or conviction of offenses. Failure to comply with reporting may result in dismissal from the program
 - a. The report to the Director must be completed within the next business day following the charge or conviction
 - b. The student will not participate in any clinical experience until clearance to return to the clinical is granted by the program Director.
 - b. Clinical site rejection due to clinical facility background check results
 - c. Break of enrollment for more than one educational term.
 6. At the time scheduled for criminal background checks:
 - a. Student will present an Ohio (or other state) Driver License or Ohio (or other state) Identification Card
 - b. The student will present an unsigned "Consent for Criminal Background Record Check" at the time the check is completed.
 - i. A copy of the consent was distributed with the copy of this policy (see item 1)
 - c. Student will complete and sign the "Consent for Criminal Background Record Check" under the observation of the person completing the procedure.
 - i. If the student is less than 18 years of age, the Parent/Guardian WebCheck Waiver is to be completed before the Criminal Background Check is conducted and presented by the student at the time of the procedure.

7. National WebCheck System will be accessed and information sent to Bureau of Criminal Identification and Investigation (BCI&I) and/or the Federal Bureau of Investigations (FBI) per program requirement.
 - a. Students not having continuous residence in the State of Ohio for five (5) years must complete a criminal background check from the Federal Bureau of Investigation (FBI).
8. Students with prints that cannot be captured or of poor quality must complete an ink-rolled card.
 - a. The ink-rolled card will be given to the student.
 - b. The student will contact a local law enforcement agency to have the card imprinted.
 - c. The card must be returned to the SSCC designated person responsible for completing the criminal background check within 2 business days.
 - d. The card with associated documentation will be forwarded to BCI& I and the FBI per US mail.
9. The Criminal Background Records will be reviewed by the program Director of the Health Science Programs.
 - a. Guidelines included in the ORC and the associated section of the Ohio Administrative Code (OAC) are used to determine the student's eligibility to participate in the clinical experience.
 - b. Additional information needed to evaluate eligibility for clinical may be requested from the student.
 - i. Additional information requested may include the following:
 - a. Copy of the law enforcement report for the incident associated with the violation.
 - b. Copy of final disposition of the case from court.
 - c. Documentation from the court identifying that all conditions subject to the conviction were/are being met
 - i. Fine
 - ii. Parole
 - iii. Probation
 - c. Students will not be permitted to participate in clinical/practicum until additional information is considered and eligibility is determined.
 - d. Criminal Background Record Reports and any additional information obtained will be stored in confidential files by the Director of the Health Science Program in which the student is enrolled.
 - i. Files are destroyed when the student graduates from the Health Science Program
 - ii. Reports of students who do not complete will be destroyed two semesters after last attendance in Health Science Program.
 - e. Students with records identifying more than one substance abuse related conviction, not noted as a bar for the clinical experience, will be advised to seek counseling as needed.
 - i. Student will be advised that supporting documentation may be required by the licensing organization.
 - f. The Criminal Background Record Report is only available for use as described above.
 - i. The student may request a copy of the report by accessing the following links:
 - a. Bureau of Criminal Identification and Investigation (BCI&I)
<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Background-Check-Forms/Request-for-Copy-of-Ohio-BCI-Check>
 - b. Federal Bureau of Investigations
<http://www.fbi.gov/about-us/cjis/background-checks>
 - ii. The student may obtain a copy of the report from the appropriate Program Director by signing the BCI/FBI dissemination log.

CONFIDENTIALITY

Policy

Students will respect the privacy of the individuals encountered during the educational experience.

Guidelines

1. All information concerning patients will be held strictly confidential.
2. Patient information will be discussed only with health care providers involved in the professional care of the patient.
3. Discussions of patient information will be conducted in nonpublic secure areas.
4. No patient identified records may be removed from the clinical facility.
5. Violation of this policy will lead to disciplinary action and may result in dismissal from the program.
6. Violators may be liable for legal action by the patient, family, and/or health care facility.
7. See SSCC catalog and clinical site policies for more information.

DRESS CODE POLICY

Policy

Students will present in a professional manner with the required uniform of the SSCC Nursing Program. Uniforms are to be consistent with cultural consideration and must not interfere with asepsis, patient exams, or therapeutic communication.

Guidelines

1. Uniforms are required for all clinical practice assignments, including clinical, labs, simulation, and preceptorships, unless other directions are specifically given by the instructor.
 - a. First semester students must begin wearing uniforms no later than the second week of the semester.
 - b. Uniforms are not to be worn to locations not associated with lab, sim or clinical.
2. Uniform includes:
 - a. Required uniform of SSCC Nursing Program
 - i. Navy scrub top and pants or skirt
 - a. A blue, black, or white shirt may be worn under scrub top.
 - b. Legs must be covered for all clinical experiences
 - i. When wearing skirts, flesh-colored hose are to be worn.
 - ii. Navy or white lab jacket - optional
 - a. fleece material, "hoodies", and clothing items worn over the uniform are not permitted.
 - iii. Length and fit is to be functional
 - iv. Appropriate underclothing is to be worn and should not be seen through uniform.
 - v. Uniform is to be clean and wrinkle-free
 - b. Professional appearing shoes are to be worn
 - i. Shoes must be leather or synthetic material and waterproof
 - a. No canvas shoes, sandals, "crocs", or boots are permitted.
 - b. no open toes or heels permitted.
 - ii. Shoes and strings must be clean and in good condition.
 - iii. White/black/navy colors are acceptable

- a. A small logo or small colored area is acceptable.
 - b. Corresponding-colored socks are to be worn.
- b. SSCC Clinical ID badge
 - i. ID must be worn and visible at all times.
 - a. Must be worn above the waist
 - ii. Hang tag is to identify individual as student nurse.
- 3. Cleanliness is required at all times.
- 4. Hair must be clean, neatly styled, and secured off the face to avoid touching the patient or the patient care area.
 - a. Hair must be of a natural color.
 - b. Hair bands are permitted _white, navy or hair color only
 - c. No hair bows, fluorescent clips, or other inappropriate hair ornaments will be used in the styling of hair.
- 5. Facial hair must be trimmed and well- groomed.
 - a. Should not cause a hazard to the provision of care and conform to agency policy.
- 6. Jewelry is to not exceed a wedding band, watch with a second hand, and one pair of small post earrings.
 - a. Body piercings/jewelry/gauges that are noticeable or can be seen (nose, tongue, eyebrow, neck, lip, etc.) are prohibited.
 - i. Gauges must be filled with plain flesh-tone plugs.
 - b. No dangling earrings are permitted.
 - c. No necklaces are permitted
- 7. Fingernail length not to exceed ¼ inch.
 - a. No nail polish, artificial, or acrylic nails may be worn.
- 8. All body art must be covered for all clinical practice assignments.
- 9. Makeup and fragrance
 - a. Makeup may be used in moderation.
 - b. Fragrances are discouraged.
- 10. Additional equipment needed for clinical
 - a. Personal stethoscope – required
 - i. Cloth covers or decorative items attached to the stethoscope are not permitted
 - b. Bandage scissors – required
 - c. Pen light – required (provided in 1st semester skill pack)
 - d. Organizational belt, if worn, must be worn around the waist.
- 11. No smoking permitted while on the clinical site
 - a. Smoking in cars prohibited
- 12. Nourishment
 - a. Breath mints are permitted in moderation
 - b. Snacks may be taken on breaks in the designated areas
- 13. Students arriving for any clinical practice assignment inappropriately attired will be sent home

and an unexcused absence will be given for the day. The student will receive an unsatisfactory for all work that day.

- a. A Professional Behavior Form will be completed by the faculty member.
- b. Student must schedule appointment with Director before returning to any clinical practice assignment.

FITNESS FOR LEARNING

Policy

The Health Science Programs are committed to protecting the safety, health, and welfare of the students, faculty, staff and people who come into contact with the faculty, staff, and students during the learning experiences. Students are expected to evaluate their fitness for learning. As noted in the Student Code of Conduct Policy of Southern State Community College, illicit use, possession, sale, conveyance, distribution, and manufacturing of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs are prohibited. The use or abuse of any substance negatively impacting performance, fitness for classroom, lab or clinical study, and safety is prohibited.

Guidelines

1. Faculty will continually assess the behavior of students to ensure a safe environment is maintained.
2. Substance screening will be conducted at the following times:
 - a. Per clinical agency requirement
 - i. Repeat screen when student is out of program greater than one semester.
 - b. For cause
 - i. The following may prompt a substance screening:
 - a. Faculty member/staff observes phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse.
 - i. Display of erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, syncopal episode, other behaviors, and/or deterioration of academic performance.
 - ii. Behaviors prompting concern related to student's ability to function safely.
 - b. Information that a student has verbalized or displayed abuse of a substance.
 - c. Information that a student has been arrested or charged with a substance abuse related offense.
 - d. Conviction by a court or being found guilty, plea of guilty, or a plea of no contest for substance abuse related offense.
 - c. Screening will be conducted at a "CLIA" certified laboratory with a medical review available. The program director will notify the students of the sites the students may utilize.
 - i. Screening results from other sources will not be accepted
 - ii. Urine for drug screen or breath for alcohol will be collected and completed per the procedures of the testing laboratory.
 - iii. Drug detection through urine drug screening is determined by the quantity of metabolites present in the urine.
 - a. A dilute specimen is invalid for determining the absence of drugs in the specimen.

- i. When the director is notified of a dilute specimen that is negative, the student will be contacted and informed a repeat drug screen is needed within the next 48 hours.
 - ii. The student will be informed to refrain from drinking excessive amounts of fluid prior to the testing.
 - iii. A second "dilute" result will be considered positive.
- d. Student will be removed from the learning experience until the results of the testing have been assessed when the screening is performed due to cause.
- e. Screening for cause will be conducted as arranged by the faculty/director and the contracted entity.
 - i. The testing process defined by the testing site will be followed.
- f. Results will be verified via a structured review process by the testing agency.
- g. Refusal to consent to screening or attempts to interfere with the integrity of the test will result in dismissal from the program.
- h. Results will be provided to the program director by the testing laboratory via fax, electronic file, or hardcopy via US mail.
 - i. Strict confidentiality will be maintained.

3. A confirmed positive result of a drug or alcohol screening will result in the following:

- a. The medical review officer at the testing agency will review all positive test results.
- b. The student will be referred to the VP of Academic and Student Affairs.
 - i. A referral for evaluation and counseling will be completed.
 - ii. The policies of the SSCC Academic Catalog will be followed.
- c. The student will not be able to fulfill the clinical component of the course content and will receive an "F" for the course.
- d. If a student holds a professional healthcare licensure (such as respiratory therapy or licensed practical nurse) and has engaged in a clinical experience while impaired with a positive screening identified, the director will report the happening to the appropriate regulatory agency.
- e. The student may apply for re-entry to the program following treatment for the substance abuse and a period of 12 months following the exit from the program.
 - i. The criteria of the current program Re-entry Policy must be met.
 - ii. Student must meet all requirements of SSCC and be recognized as a fully re-instated student.
 - iii. Documentation from a care provider regarding fitness for learning must be provided before re-entry will be granted.
 - iv. Student must consent to periodic substance testing.

4. All fees incurred due to the substance screening process will be the responsibility of the student.

5. The screening results will be stored in the student's secured file maintained in the program directors office.

GRIEVANCES AND APPEALS

Policy

Students have the right to fair hearing when they perceive the policies of the program have been violated. The procedure for grievances and appeals will be followed as described in the SSCC Catalog.

Please note should an appeal be implemented, the student may continue to participate in class and lab components, however, clinical experiences (including preceptorships) will be postponed until the appeal process is resolved.

HEALTH, SAFETY, AND SECURITY

Policy

Established health and safety screening will be completed throughout the program in effort to protect the health and safety of the patients, students, and members of the clinical site. Health and safety standards will be developed by the Nursing Admissions Committee using evidence-based practice and input from the leadership from the clinical sites. Appropriate security measures will be taken.

Health Requirements

1. The student must receive a physical examination before entry to the nursing program.
 - a. The examination must be completed within two months preceding entrance to the clinical practice courses.
 - b. The required form must be utilized to document the content of the examination.
2. The following identifies the required health screening to be completed before entry:
 - a. TB Screening – Two-step PPD
 - i. 1st step accepted if completed within 12 months of 2nd step
 - ii. Chest X-ray when positive PPD noted.
 - iii. 1 step screening must be completed yearly.
 - b. Immunities documented:
 - i. Hepatitis B (proof of 3 or titer)
 - ii. Rubella (proof of 2 or titer)
 - iii. Mumps (proof of 2 or titer)
 - iv. Measles (Rubeola) (proof of 2 or titer)
 - v. Varicella (proof of two or titer)
 - vi. Tdap (within the last ten years of starting program)
3. Tetanus immunity – recommended
4. Flu vaccination – required annually date will be announced
5. Personal health insurance
 - a. Copy of current insurance card which lists student's name OR documentation from insurance company listing student's name under covered individuals must be submitted.
6. Additional health requirements maybe required as determined by the clinical agency.

Students may not attend any learning experience until all health requirements are met and on file in the Nursing Department. Any annual updates to student requirements must be submitted by the due date or you will not be allowed to attend any learning experience.

Student Illness or Injury

1. The student is responsible for informing faculty about health conditions which may affect their safety and competency in the clinical setting.
2. Faculty may require a doctor's statement regarding the status of a student's health condition before participation in a clinical experience.
3. Fitness for Learning Policy will be utilized to address issues related to suspected substance abuse.
4. Students are responsible for fees associated with any healthcare obtained
 - a. Includes health care needed due to concern over possible personal injury from an accident during clinical practice.

Safety/Security

Criminal Background Check

1. Criminal background check is required for all clinical experiences.
 - a. BCI & I and FBI required.
 - b. See Criminal Background Check Policy

CPR Certification

1. Basic Life Support (BLS) CPR certification is required to enter and must be current throughout the program
 - a. The Nursing Program will accept either 1) American Heart Association 'Basic Life Support (BLS) Provider' or 2) American Red Cross 'Basic Life Support (BLS) for Healthcare Providers' which require hands-on assessment.
2. A copy of current BLS CPR card must be on file in the Nursing Office.

Liability Insurance

1. Liability insurance is required.
 - a. The insurance must be purchased from Southern State Community College on entrance to program and renewed annually.

Clinical Identification Badge

1. The SSCC photo clinical identification badge is to be worn during all lab, simulation, and clinical experiences.
2. The badge is to be utilized only during the time of the assigned clinical experience associated with specific course content.
 - a. All badges will be presented at the time of the first nursing final of each semester, unless otherwise directed by instructor. Badges will be re-distributed in class the following semester.
 - i. Students will not receive a final grade until badge has been submitted. If badge is not submitted by the date final grades are due to the Records Office, the student will receive an "I", which will be changed once badge is received.
3. Badge must be returned to Nursing Office if student does not complete the current semester.

PERIODIC EVALUATION

Policy

Student performance will be periodically evaluated. The faculty/instructor will plan with the student to identify areas for improvement and actions needed to improve performance. Evaluation of the program content by the student is valued. Information obtained by the evaluation process is utilized to improve the curriculum and teaching strategies.

Student Self-evaluation

1. Self-evaluation is an important element of an active role in the learning process.
2. The student is to determine the extent to which they have met the objectives of the course.
3. Students should use open-communication with faculty/instructors to clarify/verify objectives are met.
4. Students are expected to request assistance as needed.

Student Progression

1. Student grades in class (theory) are continually available via the online Learning Management System.
2. Clinical evaluation is ongoing during the clinical experience. At minimum, a written evaluation is given at the conclusion of the clinical experience.
3. Skill lab and simulation lab evaluation is ongoing during the lab experience. The learning outcomes are assessed each session.
4. Professional Behavior Counseling Records are used as a written evaluation to clarify expectations as needed during the educational experiences.
5. Students are expected to seek advising as needed.

Program Content

1. Course evaluations are completed by the students at the end of the course.
 - a. Content is utilized to improve the nursing programs.
2. Student Advisory Committee is utilized to obtain evaluation information.

PROGRAM COMPLETION

Policy

Students must successfully complete each of the courses included in the curriculum plan to complete the program. Nursing courses must be completed in the established sequence. Standardized testing requirements must be achieved.

Guidelines

1. Each student is responsible for following the curriculum plan and registering for the required courses.
 - a. Students are encouraged to utilize the faculty/staff of the Nursing Department for advising.

- b. Students are responsible to schedule an appointment with the advisor.
2. Students are responsible for completing the graduation petition during the next to last semester of each program. See SSCC Catalog.
3. Nursing Pinning Ceremony
 - a. The formal and traditional ceremony celebrates the entrance of the graduate nurses to the nursing profession.
 - b. Graduating students receive an official Southern State Community College Nursing Program lapel pin.
 - c. All students must meet each of the requirements of the program to graduate.
 - d. The happenings of the ceremony support and respect the profession of nursing.
 - e. The graduates dress in a white uniform and comply to the content of the Dress Code Policy.
 - f. Honor students are recognized during the ceremony.
4. Southern State Community College graduation ceremony
 - a. Graduates are encouraged to participate in the college graduation ceremony to celebrate the completion of the certificate or associate degree. Students graduating during Fall or Spring Semesters are invited to attend the College graduation ceremony held at the end of Spring Semester.
5. The Certificate of Program Completion will be forwarded to the Ohio Board of Nursing upon the following:
 - a. The components of the curriculum plan are fulfilled.
 - b. Graduation requirements set forth by SSCC are successfully completed.
 - a. See SSCC Catalog
6. Additional information is provided by the following:
Student Progression Policy

PROGRAM FEES, EXPENSES, AND REFUNDS

Policy

Fees, expenses, and refunds are established via the procedures of Southern State Community College. See SSCC Catalog.

Guidelines

1. Fees and expenses are associated with each course of the nursing program in conjunction with general fees of SSCC.
 - a. See fee and expenses portion of the SSCC Catalog.
 - b. The Refund Policy is defined in the SSCC Catalog
2. Financial aid is described in the SSCC Catalog.
 - a. Students should contact the Financial Aid Office for financial advising and assistance.

STANDARDIZED TESTING

Policy

Standardized testing is utilized to improve student outcomes.

Guidelines for the use of standardized testing in the Nursing Program

1. The Health Education Systems, Inc. (HESI) standardized testing is utilized to:
 - Provide individual student feedback on standardized assessments and opportunities for individualized review
 - Assess long term recall
 - Assess ability to utilize nursing knowledge
 - Evaluate NCLEX readiness
 - Practice use of computerized testing
 - Obtain group reports to use in curriculum evaluation
2. Electronic resources are available for study and remediation.
3. On-line Practice Assessments will be utilized for self-evaluation and remediation for each of the proctored HESI exams.
4. The required assessments that will be utilized for the designated courses are noted below.

Course	HESI Exam
PRAC 1600	Fundamentals
PRAC 1700	Pharmacology
PRAC 1700	Exit Exam

5. Each exam will be completed for a course grade. The course syllabus will provide details if multiple versions of exam are included in course.
 - a. The HESI conversion score as noted on the assessment report will be utilized as an exam score per course syllabus.
 - b. The exams questions are weighted with the more difficult test items being of greater value than the less difficult items.
 - c. Each required HESI exam will account for 10-30% of the grade for the associated course, and the specific weight of exam will be noted on the grading page for the course.
6. Remediation is required when HESI exam scores are < 850.
 - a. Remediation must be completed even if all other course components have been met successfully.
 - i. Fundamentals per guidance of course lead instructor.
 - ii. Pharmacology and/or Exit Exam require completion of post-graduation NCLEX Review Course.
 1. All students will participate in Live Review and complete Pharmacology and Exit Exams. If score of 850 or higher is not achieved on either exam, completion of post-graduation NCLEX Review course must be completed.
 2. The review course is to provide a comprehensive review with questions and rationales to promote improvement of knowledge and reasoning.

- a. An assessment of completion of the course must identify proficiency in the content.
 - i. Formal documentation of the achievement of proficiency must be forwarded to the nursing office within 25 days following graduation.
- b. The student will receive an "I" (Incomplete) for the course associated with the HESI exam(s) until the above activities are completed.
 - i. Fundamentals requires documentation of completion of remediation assignment provided to the course lead instructor. Upon receipt of documentation, a change of grade form will be completed.
 - ii. Pharmacology and/or Exit Exam require the submission of documentation from the provider that the graduate successfully completed the NCLEX Review Course. A change of grade form will be completed and letter of completion will be forwarded to the Ohio Board of Nursing upon completion of the remediation requirements.

STUDENT CONDUCT

Policy

Students are expected to exhibit professional conduct and provide safe nursing care.

As a nurse in the healthcare profession, I commit to the ANA Nursing Code of Ethics that states
Nurses will demonstrate and commit to:

- Moral Self Respect
- Wholeness of Character
- Professional Growth and Maintenance of Competence
- Preservations of Integrity

Student Conduct

A guide to the behaviors expected or not expected as described in rule 4723 of the Ohio Administrative Code are noted below:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;
(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;
(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;
(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) *A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.*

(15) *A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.*

(16) *A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.*

(17) *A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.*

(18) *A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.*

(19) *A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.*

(20) *A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.*

(21) *A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.*

(22) *A student shall not assist suicide as defined in section 3795.01 of the Revised Code.*

(23) *A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.*

(24) *A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.*

- *No information related to the clinical patient/site is to be shared outside the learning experience*

(25) *To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.*

(26) *For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.*

Additional professional behaviors expected:

(27) *Students will not accept gratuities (tips) from patients.*
(a) *If the patient or visitor is insistent, contact the instructor.*

(28) *Students will not share information regarding SSCC, students, faculty or learning experience happenings outside the learning experience. This includes social media, texting, emailing or any other form of communication.*

Any violation of the above items will result in failure of the course and dismissal from the program.

The following is an outline of expected behaviors in the classroom, lab, and clinical.

Expected behaviors – Classroom:

1. *Students are to be prepared to begin class at the time scheduled.*
2. *Students are to be prepared for the classroom interaction.*
 - a. *Complete assigned readings*
 - b. *Complete assignments within specifications and timeline*
 - i. *Late assignments will be considered for a maximum grade of 80.*
3. *Complete your own assignments. They are not group projects unless this is indicated by the instructor.*
4. *Course materials including handouts, PowerPoint presentations and other information are not to be shared with others without the consent of the faculty. Posting of information outside of the student learning management system is prohibited.*
5. *Questions are to be directed to the faculty member in a professional manner.*
6. *Students are to refrain from side-bar conversations.*
7. *Students are to demonstrate respect and courtesy for others.*
8. *Disruptions of classroom will not be tolerated. Disruptions may include inappropriate or unprofessional verbal communication, non-verbal actions, or written communication.*
 - a. *Individuals involved will be immediately dismissed from class.*
 - b. *Disciplinary action will be taken up to and including the level of dismissal from the program.*
9. *The use of cell phones and electronic devices is at the discretion of the faculty member teaching the course.*

Expected behaviors – Online:

1. *Demonstrate behaviors expected in onsite classroom.*
2. *Use formal writing style.*
 - a. *Avoid abbreviations, acronyms (F2F), informal language, and emoticons (☺)*
3. *Do not post inappropriate language, jokes, etc.*
 - a. *E-mail is to be used for class purposes only.*
 - b. *The student is not to allow anyone who is not a part of the class to use the class e-mail.*
4. *Write in a calm voice and avoid using capital letters.*
5. *Contribute without dominating the discussion.*
 - a. *Be concise, focus on subject.*
 - b. *Read first, write later.*
 - c. *Prepare draft, review, send message.*

6. *Assignments are the same as if the student were handing them in during class. Assignments must have proper format, grammar, and spelling with references cited. Sign your name to the assignment.*
7. *Complete your own assignments. They are not group projects unless this is indicated by the instructor. If there is any suspicion of impropriety, you will lose the right to the online environment and the online class.*
8. *Course materials including handouts, PowerPoint presentations and other information are not to be shared with others without the consent of the faculty. Posting of information outside of the student learning management system is prohibited.*

Expected behaviors – Lab

1. *Students are to be prepared and begin lab at the time scheduled.*
2. *Students will be required to hand in preparatory assignments at the beginning of the lab session.*
 - a. *Failure to have assignments completed will result in the student being unable to participate in lab activities until the assignment is completed.*
3. *Students are to have lab supply kits available for each lab session.*
4. *Questions are to be directed to the faculty member in a professional manner.*
5. *Students are to demonstrate respect and courtesy for others.*
6. *Disruptions of lab will not be tolerated. Disruptions may include inappropriate or unprofessional verbal communication, non-verbal actions, or written communication.*
 - a. *Individuals involved will be immediately dismissed from lab.*
 - b. *Disciplinary action will be taken up to the level of dismissal from the program.*
7. *Utilize lab time for self-directed learning to perfect skill and demonstrate skills as required by syllabi.*
8. *Maintain order of lab environment.*
 - a. *Equipment and supplies are not to be removed from the lab.*
9. *The use of cell phones and electronic devices is at the discretion of the faculty member teaching the course.*

Expected behaviors – Clinical

1. *Students should realize that they may be required to drive to any clinical facility Southern State uses. It is the student's responsibility to provide transportation to clinical sites.*
2. *Student should be well-rested, and is not permitted to work within eight (8) hours preceding scheduled clinical start time.*
3. *Report promptly to clinical site.*
 - a. *Arrive on site at a minimum of 10 minutes before clinical or as directed.*
4. *Preparation for clinical assignment is to be completed.*
5. *Accomplish clinical objectives related to assignment.*
6. *The student is responsible for notifying the instructor of procedures to be performed within his/her patient assignment before the procedure is to be done.*
7. *Preceptors are utilized at various intervals in the program.*
 - a. *The student is not to work with any nurse other than the preceptor assigned by the nursing faculty. Should the preceptor not be present for the clinical, the student is to contact the clinical instructor immediately for reassignment.*
 - b. *The assignment of the preceptor is completed as directed by the Ohio Board of Nursing law and rules.*
8. *Professionalism will be maintained at all times.*
9. *The use of cell phones and electronic devices is at the discretion of the clinical instructor and in consideration of the clinical site policies.*

In addition to the above expectations, students are to comply with the following professional behaviors for the listed categories:

1. *Character*
 - a. *Maintains good personal hygiene and grooming*
 - b. *Consistently punctual*
 - c. *Behaves in a manner that brings credit to the profession*
2. *Attitude*
 - a. *Demonstrates respect for others*
 - b. *Accepts constructive feedback in a positive manner and improves performance as needed*
 - c. *Exercises good personal judgement*
3. *Excellence*
 - a. *Takes advantage of learning opportunities*
 - b. *Completes tasks and assignments within the established timelines*
 - c. *Follows policies, procedures, protocols, and orders*
4. *Competency*
 - a. *Takes on and follows through on tasks without constant supervision*
 - b. *Speaks clearly, writes legibly, and listens actively*
 - c. *Adjusts communication strategies to various situations*
5. *Conduct*
 - a. *Shows respect for others*
 - b. *Does not utilize derogatory or demeaning terms*
 - c. *Protects and respects confidentiality and dignity.*

Acts of unprofessionalism will be addressed according to the severity of the violation and/or trends demonstrated. Actions may include, however are not limited to counseling, learning activities, or failure of a nursing course.

Children will not be permitted to attend any of the learning experiences of the program.

Should the behavior expectations not be followed, the instructor has the right to remove the student from the learning experience. The student in question will be removed at the earliest possible time. The situation will be assessed and disciplinary action taken which may include dismissal from the program.

STUDENT GUIDANCE AND COUNSELING SERVICES

Policy

Students are assisted to obtain the information needed to make decisions and develop educationally and professionally.

Procedure

1. Students are responsible for seeking assistance when needed.

2. The faculty and Director are available during specified hours to academically advise and assist the student to problem-solve.
 - a. An appointment should be scheduled with the faculty member or Director.
3. A professional counseling resources are available.
 - a. Support resources are available at: <https://www.sscc.edu/services/counseling-services.shtml>.
 - b. Information regarding SSCC's Accessibility & Accommodations Services is available at <https://www.sscc.edu/services/accessibility-services.shtml>.

STUDENT NOTIFICATION OF POLICY CHANGES

Policy

Students will be updated to policy changes in a timely and clear manner. Student policy changes related to progression and completion will not be implemented for any cohort following entry to the program.

Guidelines

1. Student policy revisions will be implemented with entering cohorts.
 - a. Policy revisions will only be implemented for current cohorts when it is determined the change is best for student outcomes.
 - i. Revisions will not change the plan of the progression for the student.
2. Student policy changes will be presented to cohorts in a written format with a verbal presentation when it is determined that policies must be changed for cohorts enrolled in the Nursing programs.
 - a. Questions will be addressed.
3. Following the presentation, the student will be requested to sign an acknowledgement form identifying they understand the policy content.

STUDENT PROGRESSION

Policy

Students will progress in the nursing program based on the successful completion of the learning objectives and attainment of required grades as identified by each course syllabus. The nursing courses must be completed in the sequence identified by the current curriculum plan. Non-nursing courses must be taken during or before the semester the course is required.

Guidelines

1. Grade requirements must be achieved to successfully complete the course and progress in the program.
 - a. The grading system employed for all Nursing Courses is as follows:

<u>Letter Given</u>	<u>Numerical Equivalents</u>
A	93 - 100
B	85 - 92.99
C	80 - 84.99

A grade of C or higher is required to progress in the Nursing Program.

D	72 - 79.99
F	0 - 71.99

b. All required non-nursing courses must be completed with a grade of "C" or higher.

2. Nursing skills and simulation lab grades are designated as satisfactory or unsatisfactory. To successfully complete the course, the student must satisfactorily achieve the lab objectives. If, at the end of the course, the student's lab performance grade is unsatisfactory, a grade of "F" will be given for the entire course, regardless of the theory grade achieved.
3. Clinical grades are designated as satisfactory or unsatisfactory. The student must achieve a grade of satisfactory in each clinical objective. If, at the end of the course, the student has an unsatisfactory in any clinical objective, a grade of "F" will be given for the entire course, regardless of the theory grade achieved.
4. Grades will not be rounded. For example, if a grade of 79.99 is earned, a grade of 79 will be awarded.
5. Assignments completed and handed in past the established timelines will be considered for a maximum grade of 80.
6. Students will have an opportunity to review their previously completed exams during the course.
 - a. The time and place for the review will be announced by the faculty.
 - b. Students are not permitted to use paper, pencils, tape recorders or any electronic device, etc. during the review.
 - c. Student personal belongings must be placed on the floor.
 - d. Review sessions are for clarification of student questions about exam items.
 - e. Students wishing to challenge an exam item may do so in writing after the review session, citing the reference.
7. Additional guidance is provided by the following:
 - a. Admission Policy
 - b. Re-entry Policy

STUDENT TESTING

Policy

Testing will be provided in a consistent manner with clear expectations of progression in complexity.

Procedure

1. Students are expected to be present for all scheduled in-class examinations.
 - a. If the student is absent and has not notified the instructor prior to missing an exam, the highest grade the student may achieve is 80%. The total of the incorrect responses on the exam will be deducted from the 80%.
 - b. If the student arrives after testing has started and no completed exams have been submitted, the exam must be completed within the remaining scheduled time for testing.
 - i. The student will be identified as tardy.
 - c. If a completed test has been submitted, the student will not be permitted to test and the event will result in an absence. See 1a.

- d. The student is responsible for contacting the instructor within 48 hours following the absence regarding a make-up opportunity for any missed exam. Failure to do so will result in loss of makeup opportunity and a grade of "0" for the exam.
 - i. Only one (1) make-up exam per course is permitted per semester.
 - a. Students absent during exams more than one (1) time will receive a zero (0) score on all missed exams following the one (1) time when a make-up exam is offered.
- 2. Students becoming ill during a class / skill lab / sim lab are expected to quietly leave the classroom / skill lab / sim lab setting. The instructor is to be notified following the class.
 - a. If a student becomes ill during an exam, the student's grade will be calculated as submitted.
A make-up opportunity is not available.
- 3. All in-class exams will be monitored and timed.
 - a. Both scantron and test will be collected promptly at the end of the time allotted.
 - b. Answers will be graded from the scantron, not what is on the student's individual test.
 - c. Answers not on the scantron when test is collected will be counted as missed answers.
- 4. A quiet classroom environment with minimal distractions will be maintained during the testing.
- 5. Students will have an opportunity to review their previously completed exams during the course.
 - a. The manner in which this is done will be defined by faculty.
 - b. The time and place for the review will be announced by the faculty.
 - c. Students are not permitted to use paper, pencils, tape recorders or any electronic device, etc. during the review.
 - d. Student personal belongings must be placed on the floor.
 - e. Grades will not be adjusted because of incorrectly marked or poorly erased Scantron sheets.
 - f. Students wishing to challenge an exam item may do so in writing within a week after the review session, citing the reference.
 - i. Adjustment of exam grades due to challenge is at discretion of the instructor.
- 6. Instructors may choose to give one take home test during the course
 - a. Completed scantrons are due at the beginning of the next class, or at the date/time designated by instructor.
 - i. No late scantrons will be accepted.
- 7. Some exams may be given online.
 - a. Exams will be timed.
 - i. At the end of the time, the test will be submitted.
 - b. The exams must be completed within the established timeframe for testing.
 - c. Those experiencing technical difficulties with computers and online exams and testing are to follow protocols set forth by instructor.
 - i. Technology problems that arise during examination from student's site or equipment are not considered a reason for repeating an online examination.
 - d. Students are to test individually, not with any other student or group of students.
 - e. Individual review of online examinations may be scheduled with the classroom instructor.
 - f. Students are advised to take online exams at a site where connection to the internet is reliable, such as the library.
- 8. Student grades in class (theory) are available via the learning management system as soon as possible, usually within one week unless extenuating circumstances prevail.
- 9. Make up exams/quizzes may be in a different format than what was utilized with the cohort.
- 10. Accommodations for testing will be granted in consultation with the Disability Services Coordinator or designee.

TECHNICAL STANDARDS

Policy

Essential technical standards are established to ensure students are able to fulfill the duties expected in the classroom/lab/clinical experiences of the Nursing Program.

Guidelines

1. Essential technical requirements for participation in the Nursing Program are noted below:

Issue	Description	Standard/Physical Requirement
Mobility	Physical ability, flexibility, strength and stamina	The lab and/or clinical experiences require various abilities including standing, walking, sitting, bending, flexing, lifting, twisting, stooping, kneeling, reaching, stretching, pushing and pulling to gather and stock supplies, operate equipment (computers, various types of medical devices, hospital beds, etc.), and perform required functions of patient care. Often must lift, carry or move objects weighing 25-50 pounds. Must be physically able to assist patients to position, transfer, or transport requiring lifting in excess of 25 - 50 pounds. Must be able to perform CPR.
Motor Skills	Physical ability, coordination, dexterity	Gross and fine motor abilities sufficient to perform required functions of patient care; hand-wrist movement, hand-eye coordination, and simple firm grasping required for fine motor-skills and manipulation; fine and gross finger dexterity required in both hands.
Tactile	Use of touch	Normal tactile feeling required. Sensitivity to heat, cold, pain, pressure, wetness, dryness, etc.
Hearing	Use of auditory sense	Ability to hear and interpret voices and correctly interpret what is heard; i.e., physicians' orders whether verbal or over telephone, patient concerns, physical assessment (especially heart and other body sounds), fire and equipment alarms, etc. Must immediately comprehend and respond to auditory instructions or requests.
Visual	Use of sight	Acute visual skills necessary to detect signs and symptoms, body language of patients, color of wounds and drainage, and possible infections anywhere. Interpret written word accurately, read characters and identify colors on the computer screen. Must have clarity of vision up to 20 feet.
Behavioral	Emotional and mental stability	Functions effectively under stress; flexible, concern for others; able to provide safe patient care and work in environment with multiple interruptions and noises, distractions, and unexpected patient needs.
Comprehension	Comprehend and process information; calculations	Engage in written and oral directives related to patient care, focusing and remembering information with appropriate application to patient care; comprehend and process instructions readily; perform mathematical functions regarding medication administration.

Issue	Description	Standard/Physical Requirement
Critical Thinking	Ability to problem solve	Integrate information through critical thinking based on information gathered on patients during clinical sessions, and during class sessions that are applied to the clinical process.
Communication	Communicate effectively in interactions with others verbally, nonverbally and in written form.	Effectively interacts with the environment and other persons. Speak, read, write, and use English language effectively in real time. Ability to communicate with wide variety of people and styles, ability to be easily understood. Reading, writing, recording, and documenting critical patient information required.

1. Students accepted or enrolled in the Nursing Program are responsible for determining their own eligibility in light of these qualifications, for informing the College of any potential problem areas, and for notifying the Nursing Department of any particular accommodations they may need.
2. Students requesting accommodation are encouraged to contact the Vice President of Academic and student affairs Office to determine appropriate services.
3. Students entering the Nursing Program do so with the understanding that they must be able to perform the essential technical requirements and meet the standards described for the program with or without reasonable accommodation.
 - a. The College reserves the right to review information and documentation to determine whether an accommodation request is reasonable and whether a student is capable of performing the essential technical requirements and meeting the standards described for the program.

Practical Nursing Program-Semester outline			EFFECTIVE SPRING 2018									
Course #	Course Title	Credit Hrs.	Lect		Lab		Clinical		Non tech	Tech		
			hrs*	clock**	hrs*	clock**	hrs*	clock**				
First Semester - 15 cr hrs												
BIOL 1510/1511	Anatomy & Physiology I Lecture	4	3		1				4			
MATH 1135	Allied Health Mathematics	3	3						3			
PRAC 1500	Practical Nursing Concepts I	5	2.75	34.38	1.25	46.88	1	37.5		5		
PRAC 1200	Pathophysiology	2	2	25					2			
Second Semester - 11 cr hrs												
BIOL 1520/1521	Anatomy & Physiology II Lecture	4	3		1				4			
PRAC 1600	Practical Nursing Concepts II	5	2.22	27.75	1	37.5	1.78	66.75		5		
PRAC 1300	Pharmacology	2	2	25						2		
Third Semester - 11 cr hrs												
ENGL 1101	English Composition I	3	3						3			
PRAC 1700	Practical Nursing Concepts III	7	3.75	46.88	0.55	20.63	2.7	101.25		7		
	TOTAL PROGRAM HOURS	36			4.25	105.01	5.48	205.5	16	20		

*hrs--academic hours based on a fifty minute hour (includes breaks)

**clock hrs--actual clock hours (no breaks included)