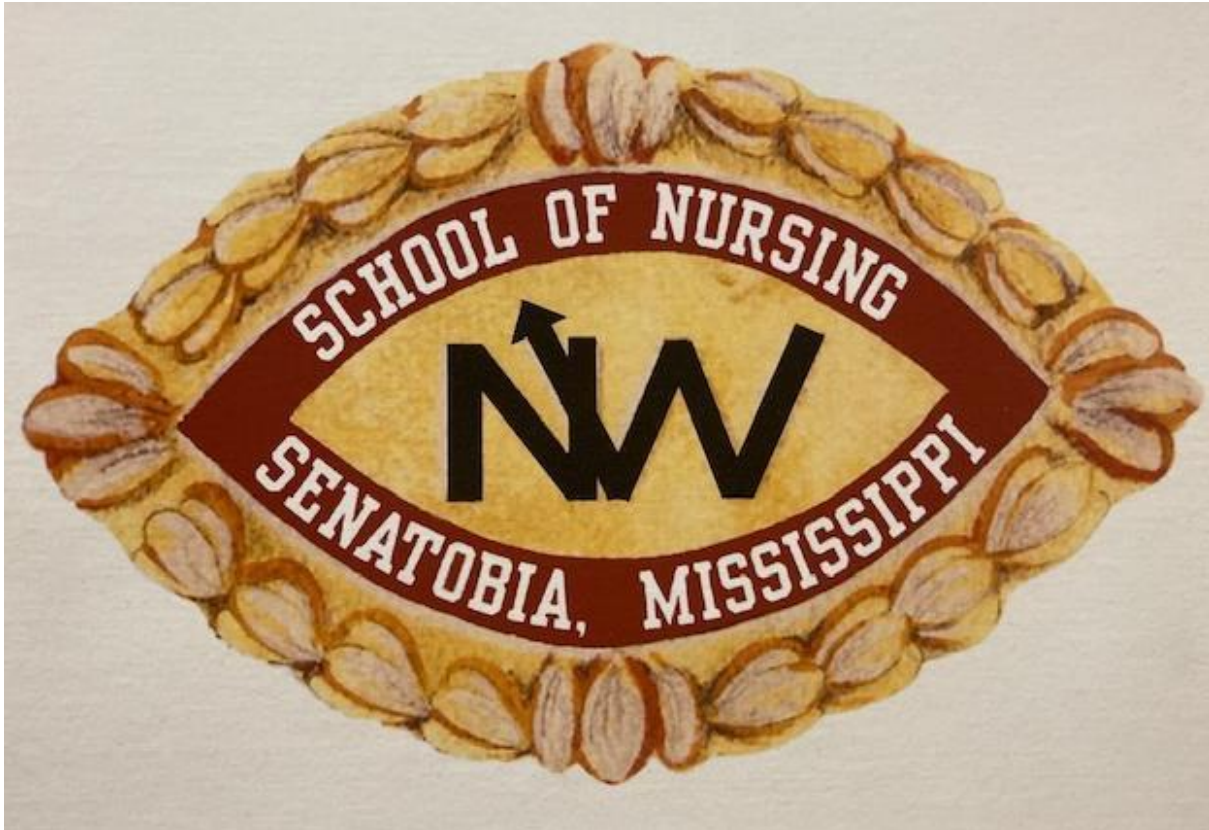


Nursing Student Handbook



**Northwest Mississippi Community College
Department of Nursing
Fall 2023**

Table of Contents

Student Handbook/Audio Recording Acknowledgement Form	4
Academic Integrity/Honor Code	5
Department of Nursing Mission & Goals	6
Accreditation/Affirmative Action/Safety Statement	7
Student Issues/Organizational Chart	8
Student Learning Outcomes	9
Nursing Legalities/Criminal Background Check Policy	12
Code of Conduct Policy	13
Civility Policy	14
Critical Incident Policy	16
Interim Progress Policy	18
Nursing Building/Facility Use	19
Nursing Lab Use & Expectations	21
Simulation Guidelines and Expectations	24
Grading Policy/Grade Appeal Procedure	25
Library-Nursing Books/Book Policy	26
Students with Disabilities	27
Attendance Policy	28
Absence Appeal Policy	29
Retention/ Withdrawal	30
Clinical Requirements	32
Social Media/Privacy Policy	35
Needle Stick and Body Fluid Exposure Policy	36
Dress Code	37
Classroom Dress/Uniform Purchase	38
Testing Policy	39
Grievance and Problem Resolution Policy	42
Drug and Alcohol Policy	43
Student Organizations	45
Graduation Requirements/Final Semester Fees	46

Forms:

Noncriminal Justice Applicant's Privacy Rights	48
Flu Vaccine Documentation	49
Influenza Exemption Request Form	50
TB Skin Test Documentation	51
Pregnancy Release (Student)	53
Pregnancy Release (HCP)	54
Post-Partum Release (HCP)	55
Student Health Record	56
Critical Incident Report Form	58
Interim Progress Report Form	59
Incident Report Form for Needle Stick/Body Fluid Exposure	60
Student Test Item Query Form	61
Addendum (Covid-19 Policies)	62
ADN Program of study	63

STUDENT NAME (Printed) _____

STUDENT HANDBOOK/AUDIO RECORDING ACKNOWLEDGEMENT FORM

The administration of the NWCC Department of Nursing reserves the right to interpret this handbook and to revise it when necessary. I have read, understood and will comply with all policies, rules and regulations of the college and the Department of Nursing as outlined in the **current NWCC Bulletin, Department of Nursing Student Handbook, course outline and syllabus for each nursing course**. The Northwest Department of Nursing reserves the right to make changes as required in course offerings, curricula, academic policies, progression requirements and other rules and regulations affecting students. These changes will govern current and future enrolled students. Students will be informed of changes with Canvas® announcements or in writing. Enrollment of all students is subject to these conditions.

I understand that it is necessary for nursing skills to be practiced in the nursing skills laboratory before they can be performed in the clinical setting. I understand that it may be necessary for students to practice these skills utilizing one another in the patient role. I understand that alternate lab experiences may be arranged should I choose not to participate in this manner and that I must request this from the Lab Coordinator in writing at least (2) days before the scheduled lab practice session. I agree to abide by all Department of Nursing and nursing skills laboratory policies and release Northwest Mississippi Community College, the Department of Nursing, and the nursing faculty from all liability related to loss or damage of personal property and any injury incurred in the nursing skills laboratory.

I authorize the Department of Nursing's agent to test my urine, blood or hair specimen for the presence of drugs and alcohol as outlined in the policy of this handbook. I authorize the release of these test results to NWCC and any of its agents. I hold the administration, faculty and staff of NWCC harmless in the use of the test results. I authorize the release of the required information, including but not limited to name, clinical requirement information, background checks and immunizations to clinical agencies in order to fulfill contractual obligations for clinical experiences.

The NWCC Department of Nursing must comply with all contracted clinical agency policies, including immunization and health documentation requirements as outlined in this handbook. Nursing students are required to complete a variety of clinical experiences in order to progress and complete the program. Therefore, if a clinical facility denies a student's participation for any reason (including but not limited to noncompliance with immunizations, health documentation, and background checks) the student will not be allowed to continue in the nursing course in which they are currently enrolled. I understand that these requirements are subject to change based on contracted clinical agency policies, at which time I will be notified by the Department of Nursing. By signing below, I agree to comply with all requirements outlined in this handbook and release NWCC, the Department of Nursing and contracted clinical agencies from any liability.

Students have the right to audio record class lectures for their personal study only. Audio-recordings for this purpose may not be shared with other people without the consent of the instructor. The student will not loan, distribute, post on the web, share any part or the recordings in whole with any other party, classmate, etc. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the expressed consent of the individual and without giving proper identity and credit to the presenter. I HAVE READ THE AGREEMENT AND PLEDGE TO ABIDE BY THE POLICIES ABOVE AND WITHIN THIS HANDBOOK. I UNDERSTAND VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION BY THE NURSING DEPARTMENT OR THE COLLEGE.

I acknowledge that I have read and understand the Covid-19 policies set forth by NWCC as well as the Covid-19 policies specific to the NWCC Department of Nursing.

Student Signature _____ Date _____

Witness Signature _____ Date _____

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Academic Integrity/Honor Code

The purpose of the Honor Code is to develop ethical behaviors and high professional standards of honesty, dependability, and integrity in all matters. All nursing students are expected to demonstrate the highest levels of academic integrity. The Department of Nursing views acts of academic dishonesty as shamefully unethical. Nursing students are engaged in an educational process whose ultimate goal is to promote public health and patient safety; therefore, the student and faculty share the obligation to rigorously guard the academic integrity of this process. Students enrolled in the nursing program at NWCC are held to the same standards of behavior as other students of the college. Discipline will be dealt with as per the NWCC Bulletin in addition to the policies outlined in this Nursing Student Handbook.

Plagiarism is the use of ideas, opinions, examples, key words, phrases, sentences or paragraphs from another person's work without proper acknowledgement.

Cheating includes but is not limited to a student:

- Obtains or attempts to obtain pre-knowledge content of an exam

- Copies someone else's work

- Works in a group when told to work individually

- Uses unauthorized reference material in an exam

- Has someone else take an exam

- Has someone else complete work and/or an exam using a student's secure log in and pass code.

An instructor who determines that a student is cheating or plagiarizing should employ the following sanctions:

- For first offense in the class, up to a "0" grade on the assignment or test.

- For the second offense in the class, an "F" for the course with notification to the Director of instruction and appropriate associate, vice president or Dean of Health Sciences. If the Director of instruction is the instructor in the course, the notification will go directly to the associate vice president. The appeal procedure may be found on p. 25-26.

Academic Integrity Pledge

I pledge to strictly adhere to the following conditions:

I will not divulge my username/passwords to anyone.

I, and only I, will post answers to course assignments using my username and password. I will not leave the testing site and refer to any resources (written or online) while taking the exam.

I will not cheat or plagiarize in any form, falsify documents or collaborate with others on assignments unless allowed by the instructor.

I will not submit the same paper or other assignment to more than one course without the

approval of all faculty involved.

I will not divulge the content of the exams to anyone.

I will report any violations of this honor code to a nursing instructor.

I will not share or accept class notes from other nursing students.

I understand the violation of this honor code will constitute a critical incident and may result in a zero for the assignment, failure of the course or dismissal from the program without assurance of re-admission.

NURSING DEPARTMENT NORTHWEST MISSISSIPPI COMMUNITY COLLEGE Department of Nursing Mission & Goals

The mission of the Department of Nursing is to provide quality nursing education to prepare students as entry level nurses to meet the nursing needs of the community. The Department of Nursing functions within the Department of Health Sciences and Academic Education to deliver a traditional campus-based curriculum leading to an Associate Degree in Nursing. The Northwest Department of Nursing Associate Degree Program is committed to achieving the following goals: educate student nurses to provide safe patient-centered care that demonstrates excellence in current nursing practice through professionalism, knowledge, caring and competence; provide quality didactic, laboratory, and clinical learning environments that foster success in a diverse student and graduate population; employ a consistent process of policy administration to foster a service/learning relationship with students; advocate for resources, including technology, that enhance nursing education; and comply with standards of regulatory agencies, evaluate and revise program outcomes and student satisfaction, and revise to assure program effectiveness.

The Department of Nursing meets the educational, employment, career, cultural, and special needs of its students and the community through the offering of:

- Partnerships with community and healthcare facilities and universities
- Highly technical simulation and skills laboratories
- Student support through nursing Student Navigator assistance, student advising, remediation and HURST® review services
- Professional career preparation through Transition to Professional Practice course and Student Nurses Association membership
- Support and recognition of achievement in Alpha Delta Nu nursing honor society and nursing scholarships
- Seamless nursing education advancement opportunities through an LPN advanced placement option

Accreditation:

The Department of Nursing at NWCC is accredited by the following regulatory agencies:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 500

Atlanta, Georgia 30326

Phone: 404-975-5000 www.acenursing.org

Board of Trustees of State Institutions of Higher Learning, State of Mississippi

3825 Ridgewood Road,

Jackson, MS 39211-6453

Phone: 601-432-6486 www.ihl.state.ms.us/nursing/

Affirmative Action:

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address trush@northwestms.edu.

Safety Statement:

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available online in the current Northwest Bulletin (www.northwestms.edu/bulletin) or on the Northwest website (http://www.northwestms.edu/index.php/?page_id=989) and in printed form upon request from the Campus Police Office (662-562-3314).

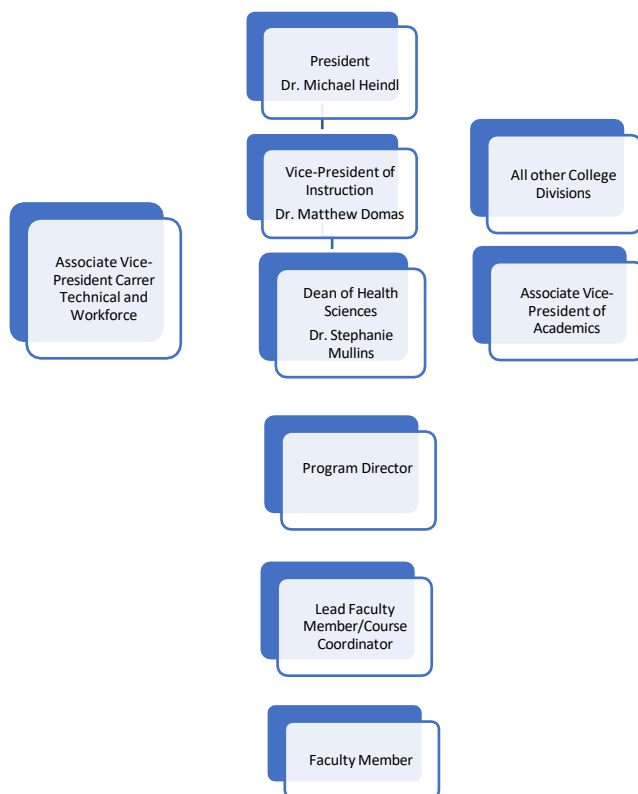
In order to ensure that the NWCC ADN program achieves the program outcomes, the curriculum has been developed to prepare students to pass the national licensure exam and meet the demanding challenges of the current and ever-changing healthcare market through professional nursing practice. This curriculum is based on six current nursing standard concepts with associated student learning outcomes for each. These expectations are what the student will know, do or think at the end of the nursing

program. They are measurable, learner-oriented abilities that are consistent with the standards of contemporary, professional practice and are based on the Department of Nursing's mission to provide quality nursing education to prepare students as entry level nurses to meet the nursing needs of the community.

Student Issues:

Occasionally, students may have concerns or issues they wish to address while enrolled in a School of Health Science Program. Following the proper procedure is required for optimal outcomes and achievements. When a student does not follow the proper policy procedure, it not only jeopardizes the student's due process; but it negatively influences the perception of student's behavior in regards to professionalism, excellence, and accountability. Following the chain of command is critical as well as the appeal procedures. Students who do not follow the chain of command will not receive an expeditious process over someone who has executed the steps appropriately.

Organizational Chart



Progression of Student Learning Outcomes throughout Program					
Nursing Standard Concept	End of Program SLOs	NUR 1109 Nursing I Course SLOs	NUR 1209/1316 Nursing II/ LPN-RN Transition Course SLOs	NUR 2119 Nursing III Course SLOs	NUR 2129 Nursing IV Course SLOs
Patient-centered care	Manage, organize and evaluate healthcare information to provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate coordinated, age and culturally appropriate, safe and effective care	Recognize individual client preferences, values and needs while providing and documenting compassionate, age, culturally appropriate, safe and effective basic care	Provide compassionate, culturally appropriate, safe and effective care while partnering with the adult client and utilizing data to communicate effectively to meet healthcare needs	Analyze data to create, implement and communicate an age and culturally appropriate family-centered plan of care focused on safe, effective care and health promotion	Manage, organize and evaluate healthcare information to provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate coordinated, age and culturally appropriate, safe and effective care
Professionalism	Evaluate and integrate accountability for the delivery of evidence-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles with a plan for life-long learning and professional growth	Recognize the responsibility and function within acceptable behavior appropriate to the discipline of nursing and participate in care that improves quality and safety	Describe professional, legal and ethical standards of nursing practice and identify quality initiatives in the healthcare setting	Demonstrate professional, legal and ethical standards of nursing practice and participate in quality initiatives in the healthcare setting	Evaluate and integrate accountability for the delivery of evidence-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles with a plan for life-long learning and professional growth

Progression of Student Learning Outcomes throughout Program					
Nursing Standard Concept	End of Program SLOs	NUR 1109 Nursing I Course SLOs	NUR 1209/1316 Nursing II/ LPN-RN Transition Course SLOs	NUR 2119 Nursing III Course SLOs	NUR 2129 Nursing IV Course SLOs
Communication	Interact effectively with clients, their families and colleagues to implement appropriate health promotion, disease prevention and illness management, utilizing effective teaching/learning strategies	Recognize the principles of therapeutic communication techniques and teaching/learning strategies when interacting with clients and their families	Utilize therapeutic communication techniques and teaching/learning strategies when interacting with clients and their families	Select and employ appropriate therapeutic communication techniques and teaching/learning strategies when interacting with the maternal and child client and their families based on developmental level	Interact effectively with clients, their families and colleagues to implement appropriate health promotion, disease prevention and illness management, utilizing effective teaching/learning strategies
Nursing judgment	Prioritize and manage nursing care that demonstrates critical thinking and clinical judgment, and use current evidence and clinical experience to improve nursing practice	Provide rationale and describe the relevance of using best current evidence when choosing nursing interventions	Identify client needs and nursing interventions that demonstrate critical thinking and clinical judgment and plan care based on best current evidence	Prioritize client needs and nursing interventions that demonstrate critical thinking and clinical judgment and plan care based on best current evidence	Prioritize and manage nursing care that demonstrates critical thinking and clinical judgment, and use current evidence and clinical experience to improve nursing practice
Teamwork and Collaboration	Collaborate effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, development, and delegation to achieve quality patient outcomes	Identify roles of interdisciplinary team members	Discuss the importance of collaborating with the interdisciplinary team to improve client outcomes and determine own strengths, limitations, and values as a member of the team	Report relevant information to the interdisciplinary team to improve client outcomes	Collaborate effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, development, and delegation to achieve quality patient outcomes

Progression of Student Learning Outcomes throughout Program					
Nursing Standard Concept	End of Program SLOs	NUR 1109 Nursing I Course SLOs	NUR 1209/1316 Nursing II/ LPN-RN Transition Course SLOs	NUR 2119 Nursing III Course SLOs	NUR 2129 Nursing IV Course SLOs
Safety	Formulate, implement, and evaluate nursing care that includes safety practices to reduce risk of harm to the client, self and others	Demonstrate safety to reduce risk of harm to the client, self and others	Practice safely to reduce risk of harm to the client, self and others	Differentiate safety practices to reduce risk of harm to the client, self and others	Formulate, implement, and evaluate nursing care that includes safety practices to reduce risk of harm to the client, self and others

Plans of Study

See NWCC Bulletin and the nursing webpage on the NWCC website (northwestms.edu)

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Nursing Legalities/Criminal Background Check Policy

All prospective nursing students should note Section 73-15-29 of the Mississippi Nursing Practice Law which states (in part):

“Grounds for denying, revoking, or suspending license penalties for engaging in prohibited conduct.”

1. The Board shall have power to revoke, suspend or refuse to renew any license issued by the Board, or to suspend any privilege to practice or deny any application for a license, or to fine, place on probation and/or discipline a licensee, in any manner specified in this article upon proof that such person:
 - a. has committed fraud or deceit in securing or attempting to secure such license;
 - b. has been convicted of a felony or a crime involving moral turpitude or has had accepted by a court a plea of nolo contendere to a felony or a crime involving moral turpitude (See entire section at www.msbn.ms.gov/nursing-practice-act)

Individuals, who have been convicted, pleaded guilty or pleaded no contest to certain felony crimes or misdemeanors may be unable to attend clinical training or obtain employment in a licensed health care facility in Mississippi. Applicants convicted of a misdemeanor or felony offense may be denied licensure by the Mississippi State Board of Nursing. Applicants must provide a list of all prior arrests, convictions, and pending charges as noted on the criminal history record received by the student from the Mississippi State Department of Health. Proof of disposition of charges must be provided upon admission to the Department of Nursing. Failure to disclose disposition of charges are grounds for dismissal from the program. The Department of Nursing may allow a student to attend clinical experience. However, there is no guarantee the Board of Nursing will issue the student a license.

A background check will be conducted as part of the admission process and will be paid by the student. The first background check is acceptable for 12 months at which time it will be repeated. The second background checks will be paid by the Department of Nursing. The student will pay for any additional background checks that are needed. If it is determined at any time that a student, as a result of his/her background check, is not eligible to go to a clinical setting utilized by the NWCC Department of Nursing the student will not be allowed to remain in the nursing program.

All Licensed Practical Nurses (LPNs) in the program who maintain an active license must have an unencumbered license and disclose any disciplinary action that is initiated while enrolled in the program. All licenses will be checked through Nursys® and/or the Board of Nursing. Disciplinary actions by the Board of Nursing are grounds for dismissal from the program.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Code of Conduct Policy

Northwest Mississippi Community College is committed to providing an educational environment that is conducive to learning for all students. A safe environment free of distractions and conducive to learning is dependent on student conduct. The purpose of this Code of Conduct is to address student behavior within the classroom, clinical and laboratory settings.

1. Use of electronics in the classroom must follow the NWCC policy. Students must sign the Permission to Record Form in the front of this handbook.
2. All students must respect other people's rights, opinions, and beliefs even though they may be different from their own. It must be understood by each student that his/her rights end where other student's rights begin.
3. All dishonesty, including cheating, plagiarism, or knowingly providing false information, either in oral or written form, is prohibited. (See NWCC Bulletin).
4. Language and attire which is appropriate to the classroom is expected of all students.
5. All graded work must be done independently, except for assigned group projects. Students who copy others work, or those who allow their work to be copied, may receive a zero (0) on that assignment. The Department Director may opt to refer the student to the Ad Hoc Committee for Cheating and Plagiarism (see NWCC Bulletin).
6. Students should attempt to take restroom and water breaks before or after class hours.
7. Students are expected to attend class, arrive on time, come to class prepared, stay through the entire period, and bring all necessary materials.
8. Students are expected to complete reading assignments as listed on the class guide for each lecture prior to class. Students may also be required to complete written work prior to class at the discretion of the instructor. The instructors reserve the right to make clinical facility and patient assignments that will enhance every student's learning.
9. All students are required to have their ID cards on their person at all times. Failure to present the ID card to college officials in authority, identify one's self to college officials, or giving false information will be grounds for disciplinary action. (NWCC Bulletin).
10. Students are expected to conform to the Code of Student Conduct as described in the NWCC Bulletin as well as the Civility Policy in this handbook.

The instructor has the right to remove from the classroom any student whose behavior is disruptive to the learning process. The instructor has the authority to determine which behaviors are disruptive. A student who is removed from a classroom for disruptive behavior must report to the Department Director. The Director may impose a range of penalties including warnings and temporary or permanent removal from the course.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Civility Policy

The purpose of the Civility Policy is to provide guidelines for the expected behavior of students enrolled in the NWCC Department of Nursing Associate Degree nursing program. NWCC nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom including electronic dialogue.

"Individuals who become nurses... are expected not only to adhere to the values, moral norms, and ideals of the profession but also embrace them as part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics for the nursing profession makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse's life" (Code of Ethics for Nurses, 2015, p. vii).

The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment. Therefore, our nursing students are held to the same standards of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/lab/clinical activities. This type of behavior makes teaching and learning difficult for faculty and other students.

Students are expected to follow the NWCC Code of Student Conduct outlined in the current NWCC Bulletin. This includes but is not limited to compliance with parking decals and adhering to parking regulations. Nursing students are expected to observe the college and Nursing Department policies. "Actions which are abusive or disrespectful in nature that are directed toward college officials" will not be tolerated. This includes insults, rudeness, sarcasm, profane language and any other disrespectful act aimed at any faculty or college official. Any student that does not conform to the regulations and policies of the college and Nursing Department will be subject to the disciplinary action outlined in the NWCC Bulletin and the Department of Nursing Handbook.

Such behavior can result in disciplinary warning, being removed from the classroom/building by the NWCC campus police, disciplinary sanctions by the Dean of Students, critical incident report placed in student file, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. The instructor has the authority to determine which behaviors are disruptive to the learning environment.

Types of disruptive behavior in the learning environment may include, but are not limited to, the following:

- Making distracting noises
- Persistent speaking without being recognized
- Repeated interruptions
- Personal insults
- Physical threats
- Sarcasm
- Rudeness
- Taunting
- Profane, disrespectful, or threatening language
- Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs)
- Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual)
- Outbursts of anger, yelling, bullying
- Throwing objects
- Refusal to answer questions
- Leaving class early without justification
- Leaving and re-entering the classroom once class has begun without appropriate reason
- Studying or working on an assignment for another class during class time
- Sleeping in class
- Passing notes
- Inattention
- Apathy
- Talking while others are talking
- Use of cell phone or other electronic device not approved for use during class time
- Refusal to comply with faculty or staff direction
- Persistent and unreasonable demands for time and attention both in and out of class
- Unwillingness to cooperate when a solution is being sought
- Use of laptop computer during class for reasons other than classroom related activities (Facebook, e-mail, surfing the Internet, etc.)
- Inappropriate/unprofessional dress (tight or revealing clothing, etc.)
- No-Show for scheduled appointment and failure to notify instructor
- Coming to class impaired from alcohol or drugs
- Refusal to participate in class activities (group work, games, clicker use, etc.)
- Challenging faculty knowledge and/or credibility
- Arguing
- Contacting a clinical facility without the consent of the instructor, director or dean

*The above behaviors apply to not only face-to-face contact, but they also refer to email or electronic dialogue.

Failure to comply with the Civility Policy will jeopardize continuation within the nursing program and may result in a critical incident, interim progress or other disciplinary action being incurred.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Critical Incident Policy

This policy addresses unsafe practice, illegal misconduct, professional misconduct and/or academic misconduct. These terms are defined as follows:

Unsafe Practice:

- Student behaviors or pattern of behaviors which cause or have the potential to cause harm or result in physical, psychological or financial threat to the client or others.
- Any behavior which requires interventions by instructor or personnel to prevent harm to a client or others.
- Failure to meet the rules and regulations, standards of care and/or critical criteria as defined by the NWCC nursing program and/or the clinical facility being utilized.

Illegal Misconduct:

- Any violation of the Nurse Practice Law, Mississippi Code and Tennessee Code as noted by the following:
<https://www.msbn.ms.gov/nursing-practice-act>
<https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/statutes-and-rules.html>

Professional Misconduct/ Academic Misconduct:

- Behavior that is professionally unsuitable, inappropriate, incompetent, abusive, illegal, or potentially dangerous to clients or others.
- Failure to adequately prepare for a clinical, simulation or other assignment as outlined by course syllabi.
- Failure to notify the instructor of absence on the day of a clinical or simulation experience as outlined in the *NWCC Nursing Student Handbook*.
- Academic misconduct as stated in the *NWCC Bulletin*, *NWCC Nursing Student Handbook*

Procedure for Critical Incident Report:

- For unsafe practice, illegal misconduct, professional misconduct, and/or academic misconduct, a Critical Incident Report will be completed by the instructor.
- The student will be notified that a critical incident has occurred within three school days of the violation and a conference will be scheduled.
- The conference will be held with the student which will include the class/lab/clinical instructor, course coordinator or other faculty member and/or Director of Nursing to discuss the violation and possible course of action.
- Upon the conclusion of the conference, the faculty will determine the

appropriate course of action and notify the student in writing via email within 3 days.

- The student and appropriate parties will sign the critical incident report and the report will be placed in the student's file.
- The student may appeal the critical incident by notifying the Director of Nursing Instruction in writing within 1 business day of receiving the Critical Incident Report's course of action. Once this form is submitted the student is allowed to participate in lab, simulation or classroom activities.
- The Director of Nursing Instruction will attempt to resolve the complaint in conference between the student and the instructor, to be held within 2 business days from the date the complaint was received. The Director of Nursing Instruction will render a decision and inform the student of this decision within 24 hours of the conference.
- If the complaint is not resolved in the previous step, the student may submit the complaint to the Dean of the School of Health Sciences within 1 business day from the date of the dissolution of the previous step. The Dean will attempt to resolve the complaint in conference with the student to be held within 2 business days from the date the complaint was received by the Dean. The Dean of the School of Health Science will render a decision and inform the student of this decision within 24 hours of the conference.
- If the Dean of the School of Health Sciences does not resolve the complaint the student may refer to the Grievance and Problem Resolution Policy found on p. 43.
- An accumulation of three (3) interim progress reports is equivocal to one (1) critical incident.
- An accumulation of three (3) critical incidences incurred while in the nursing program will result in dismissal from the program; however, depending on the severity, any single incident may result in dismissal.
- The student is eligible to reapply in 3 years; however, acceptance will be evaluated and determined on an individual basis depending on the severity of the incident. Due process will be followed as outlined in the *NWCC Nursing Student Handbook*.
- Critical Incident Form may be found in the Forms section of this handbook.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Interim Progress Policy

In the classroom, lab or clinical area, the faculty member is responsible for exercising professional judgment in determining whether a student is performing classroom, lab or clinical duties at a satisfactory level. If the student is performing unsatisfactorily at any point during the classroom, lab or clinical, the faculty member submits an "Interim Progress Report" summarizing the situation as it relates to the required classroom, lab or clinical outcomes as well as expectations for student improvement. Likewise, the classroom, lab or clinical faculty member is also responsible for exercising professional judgment in removing a student from classroom, lab or clinical who is impaired, incapable of performing nursing duties, or presenting a threat to the safety of the student, other students, faculty, staff, or the client.

At the discretion of the instructor, a student can be removed from the classroom, lab or clinical at any point for not being prepared to safely care for the client, unsafe practices, inappropriate behavior, illness, emotional instability, or suspected chemical impairment. If chemical impairment is suspected, the student may be required to collect a urine or hair drug screen. The Interim Progress Form may be found in the Forms section of this handbook. (See also Drug and Alcohol Policy and Critical Incident Policy).

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Nursing Building/Facility Use

The Nursing building is state of the art in technology and was built to give the student the best learning experiences available. In order for the building to remain in pristine condition, policies and rules will be enforced. Each student enrolled in the nursing program is held to these standards.

Tobacco Policy

Northwest is tobacco and vaping free on all campuses. The use of tobacco and smoking products will not be permitted on any college-owned property, which includes but is not limited to college-owned or leased buildings, grounds (all outdoor areas), parking areas, recreational and athletic facilities and college-owned vehicles. This policy will apply to faculty, staff, students, and visitors. This includes all tobacco products. See NWCC Bulletin for further information. Tobacco products, including smoking or vaping is not allowed in any clinical facility or on facility property. Prior to patient care, students will be sent home from clinical with an absence counted if a tobacco or vaping odor is detected.

Eating/Drinking in the Building

Food and drinks are not allowed in the classroom or any area that is carpeted. Only bottled water is allowed in the classroom, but it should be capped when not being used. During breaks or after class, students may eat and drink in the student lounge.

Student Lounge Rules

The Department of Nursing has three student lounges. Two lounges are for studying, eating, waiting for check-offs and/or visiting. There is one quiet lounge downstairs for study only.

1. Maintain the volume of all conversations and electronic devices at a respectful level. Failure to comply may result in electronic devices being banned from the lounge areas.
2. Be courteous of other students' choices in TV channels.
3. Do not sit on the tables or put feet on the furniture.
4. Maintain a clean lounge area.
5. Microwaves and refrigerators are available for student use in the lounges. Food in the refrigerator should be labeled with name and date it was placed in the refrigerator. After 2 days it will/can be discarded. Students who use these appliances are responsible for keeping them clean.
6. The faculty kitchen is reserved for use by faculty members only.
7. Garbage should be placed in the trash cans provided. Do not leave trash on the tables or counter tops.
8. Please clean small spills. Notify housekeeping of any large spills.
9. If someone is observed abusing the lounge area, report this behavior to the nursing office.

Basement Study Room Rules

1. This is a study area and not a private room to talk.
2. All electronic devices should be on silent/mute, unless ear buds or head phones are being used.
3. Be respectful of other students while in the study room.

Locker Usage Rules

Students will be provided a locker for books and personal items; however, NWCC reserves the right to open this locker at any time and for any reason. The student must provide their own lock. If NWCC deems it necessary to open the locker, the lock will be cut and the student will be responsible for the cost of another lock. Below are the rules of maintaining a locker in the Department of Nursing Building:

1. Lockers are available on a first come basis. Any and all content within this locker is your responsibility.
2. During “clearance times” the locker will be checked for any damage. You will be responsible for any damage and will have to pay for the repair. (ex. Stickers, glued items, permanent markers, broken hinges, etc.)
3. Fees will be assessed if the locker is not in the same condition at the end of the semester as it was at the beginning of the semester.
4. Normal wear and tear will be considered in determining any damage done.
5. There shall not be any fire hazards, firearms, knives, or any other weapons of any kind stored within the lockers.
6. Open food and liquid stored within the lockers is also prohibited.
7. All locker doors should remain closed at all times.
8. Please write down the combination for your locker and/or store the key in safe place.
9. Lockers must be free of all contents with locks removed at the end of each semester or the locks will be cut and the contents discarded. A fee up to \$20 will be charged for all locks not removed.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Nursing Lab Use & Expectations

Students enrolled in the Associate Degree Nursing (ADN) Program will utilize the nursing skills laboratory to learn and practice nursing skills that will be performed in the clinical setting. Students typically practice nursing skills with a lab partner (or partners) and at times will be asked to simulate the patient role. All students are required to attend all lab practices at the scheduled time, but students do have the right to choose NOT to practice with fellow students in this manner. Alternate lab experiences may be planned for these students and should be requested IN WRITING to the Lab Coordinator at least (2) days PRIOR to the scheduled lab practice session. NOTE: Students are NOT allowed to practice ANY invasive procedures on themselves or on fellow classmates. Lab equipment will be provided for these nursing skills. All practice labs with fellow students should be supervised by the Skills Lab Coordinator and/or Department of Nursing faculty. Students are NOT allowed in the nursing skills laboratory outside of posted lab hours, unless accompanied by nursing faculty.

Lab Hours: 7:30 a.m. - 2:30 p.m., Monday – Friday

***The DAY OF scheduled skills check-off, the lab will NOT be available for skills practice.**

****Students that have class schedules that conflict with lab hours should seek assistance from the Lab Coordinator or another faculty member.**

- The Lab Coordinator and/or other nursing faculty will be available to assist students as needed during posted lab hours. If the Skills Lab Coordinator is absent, the lab will be opened by another nursing faculty or staff member. Please seek assistance from nursing faculty if there is no one available in the nursing lab.
- If for any reason the nursing lab should need to be closed, there will be a note posted on the door as well as an announcement posted on Canvas® if possible.
- If the lab is being utilized for simulation, students are not allowed to enter. Please pay attention to posted signs and/or announcements.
- In the event a student must perform a final skills check off, the student will be videoed to ensure accuracy and validate the successful or unsuccessful performance of that skill.

Lab Rules:

- All nursing students are required to wear their NWCC ID badge while in the nursing skills lab and will use this badge to gain access to the lab during posted lab hours.
- The nursing skills lab is a learning center. Students are expected to maintain professional behaviors at all times while in the nursing lab. Disruptive or disrespectful behavior toward others will not be tolerated and may result in dismissal from the nursing lab and/or other disciplinary action as deemed appropriate.
- There is a NO EATING/DRINKING policy in the nursing lab. At no time should students have open food or drink near the lab equipment, which includes the

manikins. Students who violate this policy may be dismissed from the nursing lab.

- Students are expected to correctly use and help maintain the lab equipment. Please seek assistance from course faculty and/or the Skills Lab Coordinator if assistance is needed. Damaged or malfunctioning equipment should be reported to the Skills Lab Coordinator immediately. Misuse of equipment is grounds for dismissal from the nursing lab.
- Students must wear a bouffant cap to cover hair when lying in the nursing lab beds. These are provided by the nursing lab and should be discarded in the regular trash receptacles when finished. Students are also asked to remove shoes before lying in the hospital beds. Socks are suggested.
- Students are asked to keep the noise level to a minimum while in the nursing lab in order to maintain a good learning environment for everyone.
- Students must practice only the skills that are scheduled for that lab day during their scheduled lab times. After lab is dismissed, students may practice other skills as needed. Lab space is available on a first come, first served basis. However, students are asked to utilize practice time wisely and be mindful of the number of students who need to practice.
- Students are asked to limit items brought into the nursing lab to their skills lab bags (supplies) and skills guides and/or a textbook to be used to practice skills. Please leave all other textbooks, backpacks, purses, lap tops, etc. in lockers or another secure location. The nursing faculty is not responsible for items misplaced or lost in the nursing lab. All items left behind will be placed into a "Lost and Found" box in the nursing lab and may be discarded after a period of one week. To prevent injury, items brought into the lab should not interfere with movement within the lab.
- We do not routinely reuse needles in the nursing lab, unless directed by the Lab Coordinator or other nursing faculty. Students should discard all needles in the provided sharps containers at the end of each practice session/check-off. There are multiple sharps containers located throughout the lab for convenience. If a container is full, please use another container and report it to the Lab Coordinator.
- Any injuries which occur in the nursing lab should be reported to the Lab Coordinator and/or other nursing faculty immediately so that appropriate action may be taken.
- NO pictures may be taken with classmates, faculty or the manikins in the lab without prior approval from the Lab Coordinator or other nursing faculty.
- Students are expected to keep the nursing lab clean and neat. At the end of each practice session, each student should check the area to ensure that all trash has been discarded and appropriate safety precautions have been observed. See signs posted on each headboard. Beds should be left in the low position, top 2 side rails should be raised, the head of the bed should be at 15-30 degrees (or flat if bed is empty), and the over-bed table should be wiped clean and placed at the foot of the bed.

Audio Visual Viewing:

- Students are required to view skills videos outside of class/lab time. Students will be given instructions on how to access these videos as needed throughout the nursing course and on Canvas®.
- Remember, the viewing of these videos is REQUIRED for each student and is meant to supplement student learning. Students are responsible for the information in these videos PRIOR to coming to scheduled lab practices, or as otherwise instructed by the nursing faculty.
- Note: Please be aware that there may be some minor differences in how the video demonstrates a procedure versus how the nursing faculty demonstrates a procedure and/or how the skill is explained in the nursing textbook. Students will be given specific instructions and guidelines for each nursing course skills requirement.

Skills Lab Coordinator: Monica Williams, MSN, RN, CNE

Contact #: 662-562-3289 **Office #:** 209 **Email:** mwilliams@northwestms.edu

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Simulation Guidelines and Expectations

1. Students may be videotaped during simulations. Each student must sign a confidentiality agreement and a videotape and photo release form before participating in simulations.
2. Be punctual. Students must contact the simulation instructor via telephone if he/she will be late or tardy.
3. Be prepared. Students must have necessary equipment: stethoscope, pen light, and prep work completed and ready to turn in.
4. Absences will count toward a clinical absence. Rescheduling will occur at the discretion of the simulation instructor and course faculty.
5. The dress code should be followed as in the clinical setting including the identification badge. (see Dress Code Policy)
6. No cell phones are allowed in clinical simulation.
7. No gum chewing during simulation.
8. The simulation manikins are to be used with respect and treated the same as live clients.
9. No Betadine or ink pens should be used on or near the manikins.
10. Wash hands, wear gloves and use Standard Precautions with all simulation scenarios.
11. The following are minimum expectations in clinical simulation:
 - Introduce self to patient.
 - Identify patient appropriately.
 - Proper hand hygiene/standard precautions.
 - Demonstrate assessment skills.
 - Active participation in scenarios and debriefing.
 - Communicate with the patient, family, team and faculty.
 - Utilize the rights of medication administration.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Grading Policy

1. Each student is responsible for knowing the grading policy of the Department of Nursing. The grading scale for all nursing courses is as follows:

100-93 = A
92-85 = B
78-84 = C
70-77 = D
69-0 = F

2. A clinical/laboratory or theory failure is an automatic course failure. For all nursing courses, a failure is any grade less than a "C" ("D or F"). A "C" is equivocal to 77.5 or greater. There is no rounding for less than 77.5.
3. A single course grade is issued and reported as a letter grade. In the event that a student fails **either** theory **or** clinical/lab, a failing grade will be recorded for the course.
4. Grading procedures for each nursing course is outlined in the course syllabus.

Nursing Student Grade Appeal Procedure

This procedure is designed to provide a nursing student the opportunity to appeal the assignment of a course grade which is believed to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. Due to the fact that nursing students may incur a final grade during the semester due to a theoretical failure in Nursing I or Nursing II, a dosage calculation exam failure or a skills check-off failure, it is incumbent on the School of Health Sciences to allow an expedited appeal process thereby allowing the student access to the clinical setting in a timely manner. In all cases the student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. If the student fails to pursue any step of the procedure outlined below, the disposition of the student's complaint made in the last previous step shall be final. All correspondence and records will be retained in the Dean of the School of Health Science's office. The grade appeal procedure for nursing students involves the following steps:

1. Schedule a meeting with the instructor to determine if an understanding or clarification on the final grade may be achieved. If not, the student may progress to step 2.
2. The student shall obtain and complete a grade appeal form at <https://resources.finalsite.net/images/v1607362579/northwestmsedu/nfimzwb3pgcdo6ugmlxf/GradeAppealForm.pdf>.
3. The student shall submit the complaint in writing to the Director of Nursing Instruction within 1 business day from the date the grade was received. Once this

form is submitted the student is allowed to participate in lab, simulation or classroom activities.

4. The Director of Nursing Instruction will attempt to resolve the complaint in conference between the student and the instructor, to be held within 2 business days from the date the complaint was received. The Director of Nursing Instruction will render a decision and inform the student of this decision within 24 hours of the conference.
5. If the complaint is not resolved in step 4, the student may submit the complaint to the Dean of the School of Health Sciences within 1 business day from the date of the dissolution of step 4. The Dean will attempt to resolve the complaint in conference with the student to be held within 2 business days from the date the complaint was received by the Dean. The Dean of the School of Health Science will render a decision and inform the student of this decision within 24 hours of the conference.
6. If the Dean of the School of Health Sciences does not resolve the complaint the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Instruction within 1 business day following the Dean of the School of Health Science's decision in the matter.
7. The Northwest Mississippi Community College Student Grade Appeals Committee shall be composed of seven members and constituted as follows: a Chairperson designated by the President, three faculty members selected by the President, and three students who are Student Government officers or are enrolled in or have completed the leadership course. Alternate students may be chosen by the Vice President for Instruction.

Library (Learning Resource Center)

Every effort is made to keep nursing books in the library current. Books older than 5 years but considered relevant are identified with a green dot placed on the spine or cover. Books that are older than 5 years but are relevant to other disciplines are indicated with a red dot on the spine or cover.

Book Policy

All required nursing texts will be electronic (eBook) and include resources needed to complete class, simulation, lab and clinical assignments. This book fee will be charged to the student's account in addition to tuition and the nursing program fee. The book fee will be charged even if repeating a course (per college policy) purchasing books from other sources will not negate this charge.

Students with Disabilities

Disability Reference Information

Students with disabilities that require special accommodations must register with the NWCC Disability Coordinator within two (2) weeks of school registration with proper documentation to support accommodations. The Disability Coordinator will notify the course instructor of the list of accommodations required.

Senatobia Campus:

Missy Kelsay

662-562-3309

mkelsay@northwestms.edu

DeSoto Campus:

Patsy Gardner

662-280-6193

pgardner@northwestms.edu

Oxford Campus:

Dr. Michael Butts

662-238-7951

mbutts@northwestms.edu

While attending NWCC, a student may have an unforeseeable medical event. Prior to returning class, clinical or laboratory instruction, the student must meet with the disability coordinator and present proper documentation demonstrating their ability to perform all the required duties of their professional clinical standards. The documentation requirement should include a complete physical examination, a documentation statement of the ability to perform the physical requirements of the profession, the ability to mentally process the complexity of problem solving, mathematics, rational thoughts and ethical reasoning. A statement from the licensed professional must be included stating the student is deemed to be safe in performing the duties of a School of Health Science student in *the designated program* in the classroom, clinical and laboratory setting.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Attendance Policy

Classroom activity:

1. Roll will be taken at the beginning of all classroom sessions. The Department of Nursing will adhere to the absentee policy of Northwest Mississippi Community College. If a student's absences exceed what is allowed for the course (see Course Syllabi), that student will be withdrawn from the course and receive a grade of "W". A student is counted absent from class if he/she misses more than 10 minutes of a class meeting. A tardy will be given if the student is less than 10 minutes late for class. Three tardies constitute an absence. Appeal of the "W" grade may be made following the procedure as outlined in the NWCC Bulletin.
2. The door to the classroom will be locked at the start of class. Any student arriving late will be considered tardy and may enter the classroom at 10 minutes after the start time by an instructor. Any student arriving after 10 minutes of the start of class will be considered absent and will not be permitted to enter the classroom until break.
3. If a sign-in sheet is used for the roll, it is the student's responsibility to sign their own name. Signing another student's name to the roll is a violation of the honor code.
4. It is the student's responsibility to contact the faculty concerning any make-up assignments. If a student is absent, the student is held responsible for obtaining material and instructions that he/she may have missed during the absence.
5. Students with family or other obligations must make prior arrangements for circumstances that may arise (such as childcare) causing absences. Students are prohibited from bringing children in the nursing building or on property occupied by the nursing building, which includes the parking area.
6. It is the student's responsibility to check their "my NWCC" account for recorded absences. The faculty update absences on a WEEKLY basis; therefore, students should consult with faculty if they are unsure of their total absences or have a question about them.

Clinical/Lab/Simulation Activities:

1. Clinical/lab attendance is mandatory. Each student is allowed absences as outlined in the course syllabus. If a student's absences exceed what is allowed for the course (see Course Syllabi), that student will be withdrawn from the course and receive a grade of "W". "A student is counted absent if he/she misses more than 10 minutes of a lab activity or more than 30 minutes of a clinical or SCE activity. A tardy will be given if the student is less than 10 minutes late for class or less than 30 minutes late for clinical or SCE. Three tardies constitute an absence". Appeal of the "W" grade may be made following the procedure as outlined in the NWCC Bulletin and submitting an absence appeal form found at <https://nwcc.wufoo.com/forms/z1w3myte06d1fa9/>.
2. It is the student's responsibility to notify the appropriate faculty clinical instructor if

he/she will be absent from the clinical/simulation area. Violation of this is considered a critical incident (See Critical Incident Policy).

3. At the discretion of the instructor, a student may be sent home from the clinical/lab/simulation area for being unprepared for the clinical/lab/simulation activities, unsafe behavior, non-adherence to the dress code or for a reasonable suspicion of chemical impairment. Excessive tardiness will be handled according to the absentee policy.
4. Students are expected to use good judgment in evaluating their own health status and the possible effects of a personal illness or use of medications may have on safe clinical practice. The student with fever or a potentially contagious illness should not participate in the clinical, lab, simulation, or class and notify the appropriate faculty. If the ill student presents at clinical, lab, simulation, or class, the student will be asked to leave with an absence incurred. If a student is diagnosed with influenza, or other contagious illness, the student should avoid contact with classmates, faculty and patients during the time they would be able to infect others which is up to 7 days after becoming ill with influenza. (CDC Influenza Prevention & Control Recommendations, 2020) or as recommended by the CDC or other local/state agencies for the designated illness.
5. In the event that a student is ill on a scheduled skills check-off day, that student will not incur a failure on that skill(s) if a healthcare provider excuse for that day is submitted to the appropriate faculty by the end of the scheduled skills check-off day.

Absence Appeal

Every SHS program and sometimes each course has a different number of allowable absences. It is the student's responsibility to read the course syllabus and become familiar with the course absence number. Students must be on time for all scheduled activities. If a student has exceeded the number of allowable absences, they must complete the absence appeal form located at www.northwestms.edu, under the student tab. If a student exceeds the number of absences and a doctor's excuse is provided, the student still has exceeded the number of allowable absences and must complete the absence appeal form. The faculty will be requested to comment on the student's success if allowed to return to class based upon the number of days missed. The Dean of Health Sciences will review the appeal form and render a decision.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Retention/Withdrawal Policy

1. A grade of "C" or better must be obtained in **ALL** required nursing and non-nursing courses. It is the responsibility of the nursing student to enroll in required courses, designated course pre-requisites, and to make up any coursework in which there are deficiencies. Every student is assigned a faculty advisor who will assist in registration and advising. Student contracts are maintained by faculty advisors. Faculty is available according to posted office hours to advise students.
2. If a student makes a grade below a "C" on any required nursing course, the student fails that course. If this is the student's first nursing failure, this course must then be repeated satisfactorily before he/she can progress to the next course. If the student chooses not to return to the class the following semester, they **MUST** return within one calendar year. Failure to do so will result in student having to reapply for admission as a new student in 3 years. All nursing courses must be taken in sequence.
3. Students who incur a second nursing failure will not be able to continue in the program. The student may reapply in 3 years.
 - a. Failure of two required nursing courses, excluding NUR 2313, results in dismissal from the program.
 - b. More than 1 nursing course withdrawal, excluding NUR 2313, will result in dismissal from the program. (See #8.)
 - c. Students dismissed for either occurrence (a. or b.) are eligible to reapply in three years.
4. Failure to meet minimum expectations in the lab, failure of the required pharmacology test, or failure to complete any other requirements prior to going into the clinical area will result in failure of the course.
5. If a student sits for a final examination, the student will incur the course grade and will not have the option of a withdrawal.
6. If it becomes necessary for a nursing student to withdraw he/she needs to follow the procedure below:
 - a. Talk with the faculty advisor, clinical instructor, or course coordinator prior to making the final decision. It is suggested that the student discuss their particular situation with Financial Aid, the Business office, as well as Housing if the student resides in the dormitory before withdrawing. Financial consequences and/or requirement to move from the dormitory can occur if the student withdraws, therefore it is student's responsibility to discuss the issue with the appropriate office.
 - b. Follow the withdrawal procedure according to the NWCC Bulletin.
 - c. Withdrawals are handled in the Student Development Center in Tate Hall.

- d. Complete an Exit Interview Form with the course coordinator, which will be forwarded to the Department Director.
7. If the correct procedure is not completed at the time of withdrawal, the student's name is not removed from the class rosters. Consequently, the student will be considered absent and an "F" incurred in each course when the maximum number of absences is recorded.
8. The student is allowed 1 (one) withdrawal during the nursing program. A second withdrawal will result in dismissal from the program. An exception may be made for a family or medical crisis but only if the student is passing the nursing course at the time of the withdrawal.
9. All withdrawals from a nursing course must follow the general college withdrawal guidelines. A student may not enroll in the same nursing course more than twice without approval from the Department Director. Readmission is considered on an individual basis.
10. If a student is unsuccessful in a nursing course and is eligible to repeat the course, the student must notify the course coordinator in writing of their intentions regarding returning within one (1) week of final grades being posted to be considered for enrollment in the next semester's course, space permitting. The student must also register for the course during pre-registration. The student's space will not be held if the student does not pre-register.
11. Readmission to the course is based on theory average at time of withdrawal or completion of the course, clinical performance and disciplinary actions (if any incurred).
12. Because of nursing procedure updates and advances in nursing technology, a nursing student will lose their class status if they do not re-enter within one calendar year. This would require the student to begin the application/admission process again after waiting 3 years.
13. Any dismissed or withdrawn student will not receive any credit for work completed prior to the dismissal or withdrawal. All prior files become inactive. Submission of the application requirements, according to the Nursing admission policy criteria, are required for re-entry into the program. Student enrollment into the program is limited to two admittances.
14. Students who fail or withdraw from NUR 1316 LPN-RN Transition may repeat NUR 1316 the following summer or enter NUR 1109 Foundations of Nursing the following Fall semester (space permitting) or the following Spring semester. If the student chooses to enter NUR 1109 in the following Spring semester, the student should notify the Admissions Committee Chairperson by September 15th. Student choosing to repeat NUR 1316 should notify the LPN-RN Course Coordinator by February 15th.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Clinical Requirements

Documents required by clinical facilities as proof of vaccinations, current health status and current CPR certification must be provided by the student to the appropriate faculty in a timely manner. Waivers are only granted for documented medical conditions for which there is a vaccine contraindication as outlined by the CDC (Centers for Disease Control) and the Mississippi State Department of Health or religious beliefs. Waiver requests must be approved by the Nursing Department Director in the FIRST WEEK of the semester and if necessary, sent to the Employee Health at the clinical agency the student is assigned. The clinical agency has the final decision on the documentation required to request the exemption. The clinical agency also has the final decision on whether the exemption from vaccinations is granted according to their policy based on applicable law. If the student is not allowed in the clinical area, the student will not be allowed to continue in the program. All documents must include the student's name.

- Acceptable NWCC Criminal History Record Check letter from the Department Director (Fingerprinting is scheduled by the Nursing Department)
- Acceptable Drug Screen (Drug screens are scheduled by the Nursing Department).
 - Must include a completed Urine Preliminary Drug Screen Result Form
 - If non-negative detected in the preliminary drug screen-must have MRO results.
- CPR Certification
 - American Heart Association BLS Provider
 - On-line courses are not acceptable.
 - Card/eCard must be current
- Acceptable physical examination every 2 years.
 - Must be the completed 2-page NWCC form (Student Health Record-on website or in Student Handbook)
 - Must include exam completion date within the past 12 months.
 - Must include result of "Yes" response to the question regarding "In your opinion is the applicant physically and mentally capable of providing safe client care with regard to the following functions?"
- Tuberculosis screening
 - 2 negative PPD skin tests
 - Negative blood test result within the past 12 months.
- If previous positive TB test must have CXR within the past 12 months with an Absence of Tuberculosis Symptoms form.

- Hepatitis B vaccine series (at least one vaccine) or proof of immunity by positive blood titer before NUR 1109 clinical rotation, with completed series before NUR 2119 clinical rotation.
- MMR-Measles, Mumps & Rubella
 - Evidence of immunity to rubella, mumps and rubeola.
 - Positive antibody titer for all three diseases with quantitative numerical results OR
 - Proof of 2 immunizations (MMR)
- Varicella (chicken pox).
 - Proof of positive antibody titer diseases with quantitative numerical results OR
 - 2 immunizations
- Evidence of Tdap vaccine within 10 years.
- Seasonal flu vaccine.
 - Must be for the current influenza season per dates provided by faculty.
 - Must be documented on the NWCC influenza form or a similar form.
 - The clinical agency has the final decision on the procedure that must be followed when the student cannot take the vaccine (i.e. donning mask during clinical).
- Covid-19 screening (PCR)
 - Must comply with current clinical facility guidelines
 - Documentation of a negative result obtained within the time parameters set forth by the individual clinical facility
- Covid-19 vaccine (refer to Clinical Agency Requirement Statement)
 - Must comply with current clinical facility guidelines
 - Obtain immunizations by the agency's designated deadline
 - The clinical agency has the final decision on the procedure that must be followed when the student cannot take the vaccine.

In addition, the student must have completion of TCPS general orientation and site-specific orientation as per clinical agency requirement (annually).

If the student is not on the TCPS completion report, they will be dismissed from clinical.

The series of (2) MMR and varicella immunizations must be given at least 30 days apart, therefore it is imperative the student schedule these as soon as possible to meet clinical requirement deadlines.

A student who undergoes a procedure or discloses a condition that could affect patient care or patient safety will be required to have an unrestricted release signed by their health care provider before patient care activities.

Students who are pregnant must have a signed release by the health care provider attending the pregnancy prior to patient care (See Pregnancy Release). Note that pregnancy contraindicates administration of MMR and varicella immunization.

No exceptions are allowed for the requirements above. If a student is pregnant or breastfeeding and is not able to receive the required immunizations, as set forth by clinical facility affiliation agreements, they must withdraw before the first clinical rotation. The student will be accepted into the next class without re-applying to the program if the requirements are met. The withdrawal for this reason is not counted toward the one withdrawal allowed.

Falsification of any documents will result in dismissal from the program.

All clinical requirements must be submitted to the appropriate faculty by stipulated due dates each semester. Failure to do so, regardless of reason, may result in failure of the course.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Social Media/Privacy Policy

Social media includes but is not limited to social networking tools such as Facebook, Twitter, YouTube, Instagram, Snapchat, LinkedIn, blogs, podcasts, and Allnurses.com. Social media spans traditional boundaries between professional and personal relationships and thus takes extra vigilance to ensure that one is protecting personal, professional, and college reputations. In the interest of providing an environment conducive to learning and to ensuring the privacy of our students, faculty, staff, and patients, the following policy will be enforced for all students enrolled in Department of Nursing courses:

1. Phone calls and social networking are not allowed in nursing class, lab experiences, simulation, or clinical. If a student needs to research drug information or other information in the clinical setting, he/she **MUST** get permission from the instructor. Cell phone can be used for this only and then turned off. Violation of the above policy will result in removal of the student(s) from the classroom/lab/simulation or clinical area and will result in a classroom/lab/clinical absence for the day of the offense.
2. Social networking which involves the student's personal business on his or her own time cannot be restricted by the Department of Nursing. However, discussion of clinical sites, including but not limited to clinical instructors or patients associated with clinical experiences while enrolled in the NWCC nursing program is a violation and could result in dismissal from the program.
3. Do not post pictures, videotape or post information regarding faculty or other students, without the permission of the faculty or fellow student. At no time should patients be videotaped or photographed without written permission of the patient, facility and nursing Department Director.
4. Do not post any information regarding patients or clinical facilities.
5. The information provided to you online for example, lecture, case studies, quizzes, test, etc. are property of NWCC and the faculty developer. Students are not allowed to take pictures of any screens or share content in anyway with another student or the public.
6. A breach of a patient's privacy in any manner is a violation of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and carries a fine up to \$50,000.00 and up to 10 years in prison. This breach will not be tolerated and will result in dismissal from the program.
7. Nursing students are preparing for a profession which provides services to a public that expects high standards of behavior. Provision 5 in the ANA Code of Ethics states "the nurse owes the same duties to self as to others,

- ...preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.”
8. Future employers conduct web searches on candidates before extending job offers. Your professional reputation begins as a nursing student.

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Needle Stick and Body Fluid Exposure Policy**

Possible exposure to a blood borne pathogen includes: injury by a contaminated needle (e.g., non-sterile, used needle), any contaminated sharps injury, exposure to an individual's blood or body fluids to non-intact skin, eye, nose, or mouth, or through a human bite that breaks the skin.

After the exposure the student should perform the following:

- Notify the clinical instructor immediately.
- Immediately wash/irrigate the area thoroughly.
- Inform the agency's nursing supervisor.
- Complete the agency's Incident Report.
- Follow any other guidelines of the agency.

The exposed student will be encouraged to have testing for blood-borne pathogens at baseline, 6 weeks, 12 weeks, and 6 months. It is the student's responsibility to be compliant with CDC recommendations after post-exposure. The decision to have testing or not, however, is the choice of the individual exposed. The student is responsible for all expenses incurred due to needle sticks or other body fluid exposure.

The student must complete the NWCC Department of Nursing Incident Report Form for Needle Stick/Body Fluid Exposure Form. The faculty will forward the information to the Department of Nursing Director for follow-up. The Department of Nursing will keep this documentation on file for a period of not less than ten years following the date of the exposure.

The clinical instructor must notify the Director of the Department of Nursing when a student has been accidentally exposed. Notification of the incident is critical and necessary in the protection of the involved parties.

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Dress Code Policy**

Clinical/Uniform

The nursing uniform dress code includes the following:

1. The student uniform is considered proper attire to be worn during all clinical and simulation activities. Students may also be required to wear the student uniform during lab activities and other activities designated by nursing faculty. Judgments regarding appropriateness of uniform, student appearance, or hygiene will be at the discretion of the nursing faculty involved. Because students have a variety of healthcare experiences, each instructor will inform students as to specific policies for their healthcare facility.

NOTE – if a student is wearing ANY part of your clinical uniform, the student must be COMPLETELY in uniform. If any part of your uniform is being worn then ALL dress code will be enforced no matter if the student is in lab, class or off campus.

2. When the student is in uniform makeup should be natural and minimal. Only natural lashes are permitted.

3. Perfume and after-shave should not be worn. All odors, including cigarette smoke, electronic cigarette/vape odor, perspiration, and those associated with poor hygiene are potentially offensive to clients and others and must be avoided.

4. Only natural nails are permitted in the clinical and lab setting. Fingernails must be clean and no more than $\frac{1}{4}$ inch above the fingertips. Fingernail polish is not permitted. No nail art including glitter, designs or jewels is allowed. Acrylic, gel, and dip nails, as well as nail polish strips (ColorStreet®, Sally Hansen Salon Effects®, etc.), are not permitted.

5. Hair must be off of the student's collar and secured as to avoid contaminating patient care areas. No extreme hair color or hair styles are allowed. Hair color should be a naturally occurring color. No feathers, bows or other ornamentation in the hair is allowed. Barrettes, holders, headbands etc. should be the same color as the hair. (This includes both male and female students.) For men, facial hair should be clean shaven and/or neatly trimmed.

6. The student lab coat must be solid white, have long or $\frac{3}{4}$ length sleeves, and be clean and pressed. The NWCC patch must be displayed on the upper portion of the left sleeve of the lab coat. The approved Northwest uniform must be worn in designated clinical and simulation areas. The uniform top must completely cover the hips and cannot be tucked into the pants. When the student bends over, the uniform must not

expose the midriff or buttocks. Uniform pants should touch tops of shoes but not touch or drag the floor. Joggers are not permitted. Dresses must touch the top of the knees. (Knee high hose are not acceptable with dresses.) All uniforms should fit loosely enough to allow for freedom of movement. Students may wear a solid white, grey or black crewneck T-shirt under the uniform top. This T-shirt should not hang out from under the uniform bottom or sleeves (unless long sleeve T-shirt is worn). Underwear must be worn, cover body parts, and be inconspicuous. White, black or grey crew socks which cover the ankle may be worn with pants only. White hose, run free, must be worn with dresses. White, black or grey compression socks may be worn.

7. Shoes must be a solid material. Shoes must be solid white, black, or grey with solid toes and backs. Shoes must be clean and in good repair. (Shoes with mesh or airholes are not permitted.)

8. No jewelry is allowed other than wedding band and a watch with a second hand. Students will be asked to remove all other jewelry including earrings and necklaces. No bars or studs or gauges the tongue or face will be allowed. If a student has a piercing due to a medical condition, documentation from a healthcare provider must be submitted to the level coordinator prior to the first lab day.

9. NWCC photo ID is to be worn at all times above the waist with the uniform. No lanyards are permitted.

10. Clinical faculty reserves the right to rule on visible tattoos. If tattoos are deemed offensive or provocative, the student must cover the tattoo with a long-sleeved undershirt or make-up.

11. Students who are not compliant with the dress code will be given a critical incident and may be sent home from the clinical or lab setting and counted absent for the day.

12. Dress code may be altered according to the clinical facility guidelines and will be disclosed to students at or before clinical orientation.

13. Students must adhere to the clinical agency's policy regarding religious headgear. Headgear must be a solid color and must be clean and not interfere with patient care.

Classroom Dress

In order to prepare students for the work place, all students are expected to dress in a professional manner and be well groomed. The instructor has the final decision on appropriate attire (See NWCC Bulletin for more specific guidelines).

Purchase of Uniforms

Students will be notified when the uniform company is available for orders in the Department of Nursing. Arrangement for payment through the NWCC Bookstore will be offered for students that have been awarded financial aid. Shoes, stethoscopes and other equipment used in clinical will be available at that time.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Testing Policy

A student who is absent on the day of a scheduled exam must notify one of the faculty in that course by the end of the exam time on the day of the exam, otherwise, a critical incident will be incurred. The grade made on the final exam will count as the score for the missed exam.

Students will not take make-up unit examinations. The grade made on the final exam will count as the score for the missed exam.

If a student is tardy to an exam, the student will be allowed to take the exam, but will not be allowed extra time to complete the exam.

If the student starts an exam and does not finish due to illness or other emergencies, the final exam grade will be given for that unit exam grade.

The student should bring school ID to the exam. Other items are not allowed in the testing area. Caps and hoodies are not to be worn during testing. Cellular phones or any electronic device, including but not limited to watches, are not allowed. Students who need to wear a coat or jacket may be asked to disclose items concealed. Scrap paper, calculators and pencils will be provided by the instructor. These items must be returned to the faculty proctor upon completion of the exam.

Cameras are present in all testing rooms. Students will be recorded during the entire exam session.

Any student needing to leave the room or use the restroom during an exam will be escorted by an instructor.

All classes will have 60 minutes to complete unit exams and 120 minutes (2 hours) to complete final exams. Students requesting accommodations for testing must register with the NWCC Disability Coordinator. Maximum time allotted for extra time will be 1 ½ times what is allowed for other students which is 90 minutes for unit exam and 180 minutes for final exam. Students will be allowed, as per approved disability accommodations, to take the exam in a quiet, non-distracting environment in the Student Development Center. The student should notify the Student Disability Coordinator if the environment is not reasonably quiet and non-distracting.

During nursing exams, no questions should be asked out loud by students. If a question must be asked, the student will raise his or her hand and the faculty proctor will approach the student. Students may not walk around during exams.

The student is responsible for using time wisely during the exam. When allotted time expires, the computer will stop the exam and the student will not be allowed extra time to finish the exam. The student is responsible for notifying an instructor immediately if the computer timer is noted to be incorrect at any time.

If a student sits for a final exam, a grade will be incurred. The student does not have the option to withdraw or drop the course once the final exam is taken.

At the end of each unit exam, the student will be able to view the grade on the exam and review the questions missed with the rationale for the right/wrong answers. Additional review of unit exams is done at the discretion of the course faculty but generally individual exam review is not allowed in the nursing theory courses.

After the student has completed the exam, he/she must remain quietly seated at the computer. Students must not leave the score page on Canvas® to view another site including emails, Canvas®, internet searches etc. Leaving the score page will result in an automatic grade of "0". Once all students are finished with the exam, then rationales will be available for review for 15 minutes (30 minutes for final exams). There should be no talking or any other communication prior to completion of rationale review.

Remediation may be assigned to students scoring < 78% on unit exams. These students are expected to complete remediation assignments. Remediation assignments are posted on Canvas. Remediation should be completed by the deadline given (usually within one week of the assignment). Additionally, the student may be required to meet with the Student Navigator or other nursing faculty to review amount of time spent in exam preparation, study habits, resources utilized, factors that may have interfered with success and the student's plan for improvement. Failure to remediate as assigned or to meet with the Student Navigator or other nursing faculty will be noted in the student's file.

Each nursing course (with the exception of NUR 2313 and any nursing elective) will have a comprehensive final examination.

The final exam is mandatory for all nursing courses. If extenuating circumstances cause the student to be absent the day of the final exam, a grade of incomplete (I) will be recorded. Student should follow the procedure listed above about notification of faculty prior to being absent from the final exam. A make-up final exam will be given at the earliest possible date. The final exam should be scheduled with the course coordinator. These exams may be proctored by the Department Director. A make-up exam will be an alternate exam which includes, but is not limited to, fill in the blank, discussion questions, multiple choice, or other type question format.

To protect student confidentiality, grades are not given out by telephone or email. All exam grades will be recorded on Canvas® within 3 class days. Students who have concerns about a certain question on an exam may file a Student Test Item Query Form in person or via email to the instructor for the course. The form can be found in the testing rooms. The student must follow correct procedure and documentation when filing a concern. All queries about a specific question and/or test must be submitted to course faculty within 1 hour of a unit OR final exam. Faculty will address the concern and take appropriate action.

If written rationales are not given (as the case with paper/pen exams for make-up or if computer testing is not done), instructors will provide verbal or written rationales during a review session for the class. The type of review will be at the course coordinator's discretion.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Grievance and Problem Resolution Policy

Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue can usually be solved by direct communication between the student and the faculty member. In order to facilitate the problem-solving process, the student should take the following steps:

1. Schedule an appointment to speak with the instructor to resolve the problem.
2. If unresolved, make an appointment with the Course Coordinator.
3. If not resolved after meeting with the Course Coordinator, make an appointment with the Department Director.
4. If not resolved after meeting with the Director, make an appointment with the Dean of Health Sciences.
5. If unresolved in the preceding steps, follow the guidelines outlined in the NWCC Bulletin.
6. NWCC Organizational Chart can be found in the NWCC Bulletin.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Drug and Alcohol Policy

It is the intent of the Department of Nursing and Northwest Mississippi Community College to maintain learning and teaching environments that are drug and alcohol free, in accordance with a drug free workplace and school. It is also the intent of the Department of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, laboratory, simulation and clinical settings. The overall purpose of the policy is the provision of safe and effective nursing care to clients by students who are drug and alcohol free.

All students will have initial drug screening before the first clinical rotation during class or lab time. The student must follow the directions for obtaining the drug screen on the day assigned or the student will be dismissed from the program. All students will be drug screened at least annually and are subject to additional random drug screens or screening to fulfill contractual agreements with clinical agencies.

In addition, the faculty/administration of the Department of Nursing may require random drug screening or testing for reasonable suspicion of impairment. Any refusal to test or if the student fails to produce the requested sample by the date/time designated, the student will be treated as if the test was positive.

Possession and/or use of an illegal drug, a controlled drug for which the student does not have a current prescription or use of alcoholic beverages by nursing students is strictly prohibited in the classroom, laboratory, simulation, clinical setting or on campus property. Within the scope of the policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell illegal drugs (See *NWCC Bulletin*). Students are prohibited from being impaired by illegal drugs, prescribed or unprescribed drugs, alcohol or inhalants while on campus, in campus vehicles or in an affiliated clinical facility.

The Mississippi Board of Nursing has defined the following as unprofessional conduct for nursing, and violations can result in revoked and suspended license (Administrative Code Part 2820 - <https://www.msbn.ms.gov/laws-rules/administrative-code>) includes (but is not limited to): Practicing the profession while under the influence of alcohol or other mood-altering substances is unprofessional conduct and is evidenced by the following:

1) Positive screen for alcohol, an illegal substance or unauthorized medication;

(Note: CBD oil may cause a positive screen for marijuana)

- 2) Pattern of abuse or habitual abuse of authorized or unauthorized medications;
- 3) Impairment while on duty while using authorized or unauthorized medications;
- 4) Refusal to submit drug screens;
- 5) Submission of diluted, adulterated, or substituted specimen for testing; and/or
- 6) Noncompliance with a treatment plan for a substance abuse disorder.

Reasonable suspicion may include but is not limited to the following:

- a. Observable phenomenon, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug in the classroom, laboratory, simulation and/or in the clinical setting.
- b. Conduct, behavior, speech, body odor or appearance that is indicative of the use of alcohol or drugs.
- c. Behavior such as absenteeism, tardiness or deterioration of performance.
- d. Observation of unsteady gait, pupillary changes, unresponsiveness, bloodshot eyes, tremors, sweating, verbal or physical outbursts or threats to harm self or others.
- e. Self-report to others of drug or alcohol use.
- f. A report of drug use reported by reliable and credible sources and which has been independently corroborated.
- g. Accidents reported as being caused or contributed by the student while in class, laboratory or clinical.
- h. Report of student involvement in the use, possession, sale, solicitation or transfer of drugs while in the nursing program or at one of its affiliated clinical agencies.
- i. The loss of drugs where the students has had access to those drugs.

Drug screening costs will be paid by the college from the program fees paid by nursing students and will be scheduled by the faculty. The laboratory personnel performing the collection will maintain confidentiality and chain of custody. If reasonable suspicion warrants an on-site collection, the laboratory personnel will be contacted and obtain the specimen from the student in the classroom, laboratory, simulation and/or in the clinical setting.

If drug testing is not negative for illicit drugs or controlled medications at the initial testing site, the MRO (Medical Review Officer) at the testing facility will be consulted. The MRO will call the phone number provided by the student to the testing facility and the student should expect a call from the MRO requesting information about medications. After the MRO makes a determination regarding the results, a determination of disposition will be made by the ADN Department Director. If the student declines to discuss the test result with the MRO or fails to contact the MRO within 3 days of notification, the MRO will report the test as positive. If the specimen is diluted, adulterated, substituted or any other circumstance occurs that is unacceptable to the testing agency, the MRO may report the test as positive.

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Student Organizations**

Class Officers

Each class will elect officers at the beginning of the semester to fill office vacancies as needed. The officers are responsible for presiding over class meetings and are the official representatives for the class. Officer positions include president, vice-president, secretary and treasurer. The Course Coordinator serves as the class sponsor. No monies may be collected by students without the permission of the Course Coordinator and Director. The Coordinator must be present during the collection of the monies, will be in possession of all monies and will be present during the distribution of all monies.

NWCC Student Nurse Organization

Nursing students are required to join and encouraged to participate in the NWCC Student Nursing Association (SNA). Members of this organization will also be members of the Mississippi Organization of Associate Degree Nursing Student Association (MOSA). Applications are available from the faculty advisers at the beginning of each semester, as well as copies of the bylaws. Officers for the NWCC chapter are elected each fall and/or as vacancies occur. Faculty advisers are available to answer questions.

Alpha Delta Nu Honor Society

Membership into the Alpha Delta Nu Honor Society for associate degree nursing students is offered to students after the first two semesters if they have maintained a cumulative GPA of 3.0 or above and have earned a grade of B or better in each nursing course with no previous failures. Students must also have demonstrated integrity and professionalism in their conduct on campus and in the clinical areas. The student must participate in an approved class project during the provisional membership period prior to the induction ceremony.

SHS Student Alliance Task Force

The Student Alliance Task Force is a committee of faculty appointed district wide SHS-students, serving in a leadership role by creating cultural understanding and inclusion of all students and faculty in the School of Health Sciences. Any student who is interested in becoming a committee member is encouraged to reach out to their faculty member for a recommendation.

Student Advisory Committee

The Student Advisory Committee is a committee comprised of 2 (two) students from each nursing course, one elected by classmates and one appointed by faculty. The committee will be chaired by the Student Navigator and will meet monthly during the fall and spring semesters.

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Requirements for Graduation**

It is the student's responsibility to ensure that the following requirements are met for graduation:

1. Program course requirements (see **NWCC College Bulletin**)
2. Payment of fees
3. Payment of fines
4. Completed application for graduation
5. Other requirements as outlined in the current **NWCC College Bulletin**

Final Semester Fees

Item	Amount
Application -Mississippi State Board of Nursing	\$100.00
Criminal Background Check	\$75.00
NCLEX-RN Registration The student may register up to three months prior to graduation. Fees are paid to Pearson Vue via credit/debit card, certified check, or money order. www.pearsonvue.com/nclex	\$200.00
Composite Pictures Minimum purchase required to appear on the class composite.	\$25 and up

FORMS

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification ¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations CCFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI **will** then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Your signature on the fingerprint card and/or this document indicates that you have been informed of your privacy rights and understand that your fingerprints are being run through the criminal history records of the FBI.

Date: _____ Applicant's Signature: _____

¹Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR S0.12(b).

³See 5 U.S.C. S52a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV (c); 28 CFR 20.2I(c), 20.JJ(d) and 906.2(d).



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE

FLU VACCINE DOCUMENTATION

DATE & TIME OF VACCINATION: _____

NAME OF PERSON RECEIVING VACCINE: _____

NAME OF FLU VACCINE: _____

EXPIRATION DATE: _____

LOT NUMBER OF VACCINE: _____

SITE OF INJECTION: _____

SIGNATURE OF PERSON GIVING VACCINE: _____

PLACE HEALTH CARE PROVIDER/ HEALTH CARE FACILITY STAMP BELOW:

IF STAMPS ARE NOT AVAILABLE, HEALTH CARE PROVIDER, PLEASE PRINT NAME, ADDRESS, AND PROVIDE SIGNATURE:

Name: _____

Address: _____

Phone Number: _____

Signature: _____

Northwest Mississippi Community College
Department of Nursing-Influenza Vaccination Acknowledgement and Exemption Form
Request

To consider a request for exemption, this Acknowledgement and Exception Form request along with the required documentation must be submitted within one week of starting the semester. Waivers are only granted for documented medical conditions for which there is a vaccine contraindication as outlined by the CDC (Centers for Disease Control) and the Mississippi State Department of Health or religious beliefs. Waiver requests must be approved by the Nursing Department Director in the FIRST WEEK of the semester and if necessary, sent to the Employee Health at the clinical agency the student is assigned. The clinical agency has the final decision on the documentation required to request the exemption. The clinical agency also has the final decision on whether the exemption from vaccinations is granted according to their policy based on applicable law. If the student is not allowed in the clinical area, the student will not be allowed to continue in the program. I understand that in order to comply with the contractual agreements with clinical agencies it is the policy of NWCC Department of Nursing that all nursing students be immunized against influenza on an annual basis.

I acknowledge that I have read and understand the following facts:

- Influenza vaccination is recommended for me and all other health care personnel to protect our patients, employees and families from influenza, its complications and death.
- I am likely to be exposed to the influenza virus through the community or while participating in clinical experiences in a variety of healthcare settings.
- If I contract influenza, I will shed the virus for 24-48 hours before the symptoms appear. At this time, I can spread the disease to patients, my colleagues and family.
- If I become infected with influenza, even when symptoms are mild or non-existent, I can spread severe illness to others.
- I understand that the strains of virus that cause influenza infection change almost every year, which is why a different influenza vaccine is recommended each year.
- I understand that I cannot get influenza from the vaccine. The consequences of my not being vaccinated could have life-threatening consequences to my health and the health of those with patients, my coworkers, my family and my community.
- I understand that if I am granted an exemption, I will be required to follow all policies of the facility I am assigned, which may include wearing a surgical mask at all times while in the facility.

Exemption Request

Despite these facts, I am requesting an exemption to the annual influenza immunization. I request an exemption based on the following:

Medical Contraindication-Indicate Reason and attach supporting documentation:

Religious Belief or Creed-Indicate Reason and attach supporting documentation:

Signature _____

Printed Name _____ Date _____

Results of Exemption Request/Director Comments:

Director Signature _____ **Date** _____



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING

Tuberculin Skin Test #1 Documentation

Name: _____

Date & Time PPD Placed: _____ Right Arm ____ Left Arm ____

Lot Number of Vaccine: _____ Expiration Date: _____

Manufacturer: _____

Administered by: _____ Are you certified? Yes ____ No ____

Date PPD Read: _____ Induration _____ MM

Read by: _____ Are you certified? Yes ____ No ____

Tuberculin skin test is: Negative ____ Positive ____

Referred for chest x-ray: Yes ____ No ____

If unable to take TB Skin Test, complete interferon-gamma release assay test for TB.

Place health care provider/health care facility stamp below:

(If stamp is not available, health care provider, please print name and address, and provide signature.)

Name: _____

Address: _____

Phone Number: _____

Signature: _____

Rev. 5/22



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING

Tuberculin Skin Test #2 Documentation

Name: _____

Date & Time PPD Placed: _____ Right Arm ____ Left Arm ____

Lot Number of Vaccine: _____ Expiration Date: _____

Manufacturer: _____

Administered by: _____ Are you certified? Yes ____ No ____

Date PPD Read: _____ Induration _____ MM

Read by: _____ Are you certified? Yes ____ No ____

Tuberculin skin test is: Negative ____ Positive ____

Referred for chest x-ray: Yes ____ No ____

If unable to take TB Skin Test, complete interferon-gamma release assay test for TB.

Place health care provider/health care facility stamp below:
(If stamp is not available, health care provider, please print name and address, and provide signature.)

Name: _____

Address: _____

Phone Number: _____

Signature: _____



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

DEPARTMENT OF NURSING

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
PREGNANCY RELEASE

I hereby relieve Northwest Mississippi Community College and the Department of Nursing Faculty of any responsibility for any injury or untoward complications occurring during my pregnancy, while in the clinical/laboratory/simulation area. I will submit my Health Care Provider's release prior to the clinical experience.

Name (Print)

Signature

Date

Witness



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
PREGNANCY RELEASE-HEALTH CARE PROVIDER

Student Name _____
EDC _____

The above named student is approved for continuing in the nursing program without restrictions from clinical experiences.

Health Care Provider Signature

Address

Phone #

Date

Additional

Comments: _____



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
POST-PARTUM RELEASE

Student Name_____

Date of Delivery_____

The above named student is approved for continuing in the nursing program without restrictions from the laboratory and clinical experiences.

Health Care Provider Signature

Address

Phone #

Date

Additional

Comments:_____

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCE
STUDENT HEALTH RECORD**

Student Name: _____ Sex: _____ DOB: _____

Last 6 digits of SS#: _____ Age: _____ Phone #: _____

Emergency contact: _____ Phone #: _____ Relationship: _____

I understand that all information is strictly confidential. I certify that the information given on this form is true and correct, and I have no abnormality, limitation, or restriction not mentioned on this document. I understand that any false information or failure to disclose any requested information will constitute grounds for dismissal from the nursing program. I agree to notify NWCC School of Health Science of any change in my physical or mental health prior to my registration and while I am a student in the Registered Nursing Program. I understand that I may be exposed to patient's bodily fluids and other hazardous material in the clinical setting. I can tolerate physically taxing workloads and function effectively under stress. I feel that I possess the emotional well-being required for the full use of intellectual abilities; the exercise of sound judgment, the prompt completion of all responsibilities attendant to the care of patients, the development of mature, sensitive, and effective relationships with clients, peers, and staff. I understand that I will be required to administer narcotics safely. I acknowledge by my signature that I have read and understand these statements and agree to be bound by them. I give my permission for release of all medical information related to this health form.

Date Student Signature

*This section is to be completed by a physician or certified nurse practitioner **ONLY**.

HT _____ WT _____ B/P _____ PULSE _____ TEMP _____ RESP _____

HEENT _____

RESP _____ CV _____

GI/GU _____ MUSCULOSKELETAL _____

NEURO _____ LYMPH _____

In your opinion, is the applicant physically and mentally capable of providing safe client care with regard to the following functions? (circle one) YES NO

If NO, please explain:

All nursing applicants and current nursing students must possess the following essential functions:

Visual acuity with corrective lenses to identify cyanosis, absence of respiratory movement in patients, read very fine, small print on medication, containers, physician orders, monitors and equipment calibrations. Must possess normal night, color and peripheral vision.

Comments: _____

Hearing ability (with auditory aids if necessary) to understand the normal speaking voice without viewing the speaker's face, hear monitor alarms, emergency signals, call bells from clients, and telephone orders; take/hear blood pressure, heart, lung, vascular and abdominal sounds with a stethoscope.

Comments: _____

Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients/objects of 35 pounds or less without assistance, and move from room to room or maneuver in limited spaces. Must also be able to transfer and transport patients, sit in one place, kneel, reach and bend.

Comments: _____

Effective communication skills in verbal and written form by speaking clearly and succinctly when explaining treatment procedures, describing patient conditions and implementing health teaching. Write legibly and correctly in patient's chart for legal documentation.

Comments: _____

Manual dexterity to use sterile technique to insert catheters, withdraw blood and prepare medications (IV, PO, IM). Must also be able to perform repetitive hand and wrist motion, grip, squeeze and possess good hand/eye coordination.

Comments: _____

DATE	PRINTED NAME OF MD/NP	SIGNATURE OF MD/ NP
-------------	------------------------------	----------------------------

PRINTED ADDRESS AND PHONE NUMBER OF MD/NP OR USE STAMP:

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Critical Incident Report**

Student Name _____ **Date** _____

Course _____

Clinical Agency/Location _____ **Area** _____

Nursing Faculty Involved _____

Description of Incident:

Witnesses to Incident:

Faculty Response to Incident:

Potential/Actual Consequences to Client or Others:

Plan of Action:

Student Comments:

Student

Faculty

Course Coordinator

Director of Department of Nursing

CC: Student's file, Course Coordinator, Director of Nursing Department

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Interim Progress Report**

Student's Name _____ **Date** _____

Course _____

Summary Report of Situation:

Instructor Expectations:

Student Comments:

Instructor's signature _____ **Date** _____

Student's signature _____ **Date** _____

(Signature indicates student has read above report and received a copy).

**Northwest Mississippi Community College
Department of Nursing
Incident Report Form for Needle Stick/Body Fluid Exposure**

Name: _____ ID# _____
Last First MI

Date of Birth _____ ☐ M ☐ F Home Phone _____ Cell Phone _____

Address: _____
Address City State Zip

Exposure Date: _____ Time _____

Agency (Include Unit and Floor) _____

Supervisor's Name _____ Ext. _____

Student/Faculty Account of the Incident (Describe fully the injury and explain in detail what you were doing when the injury occurred. What body part was affected? Have you ever required medical treatment for this part of your body?) (Continue on back if needed)

Type of Exposure:

Needle stick/Body Fluid Exposure: ☐ Blood ☐ Urine ☐ Saliva ☐ Wound
Drainage

Mucous Membrane Exposure: ☐ Eye ☐ Mouth ☐ Nose ☐ Broken Skin ☐ Intact
Skin

Hepatitis B Vaccine 3 doses: ☐ Yes ☐ No Declination Form ☐ Yes ☐ No

Last Tetanus _____

I certify that all information given is true and correct to the best of my knowledge. I understand that any willful or intentional falsification of any information on this report may result in the dismissal from the nursing program.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Director Signature _____ Date _____

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Student Test Item Query Form**

Name: _____

Class: _____

Question # _____

I am questioning the test items:

Rationale (Explain WHY you believe the test item is incorrect):

References (Cite 2 resources to validate your query):

1. _____
 2. _____
-

****This form is due to a course faculty member within one hour of the completion of the exam.**

THESE POLICIES ARE REVIEWED ANNUALLY BY THE NURSING FACULTY, AND MAY BE CHANGED WHEN NECESSARY. EACH STUDENT CURRENTLY ENROLLED IN THE NURSING PROGRAM WILL BE GIVEN PROPER ADDENDA TO REFLECT ANY CHANGES WHEN HE/SHE WOULD BE AFFECTED BY SUCH CHANGE. MORE SPECIFIC DATA CONCERNING POLICIES MAY BE REFLECTED IN THE COURSE SYLLABI AND, IN THAT CASE, SUPERCEDE GENERAL POLICES REFLECTED IN THE HANDBOOK.

COVID-19 Student Health and Safety Plan may be accessed at https://resources.finalseite.net/images/v1628715070/northwestmsedu/lxdziy5rloaogumb/b6r/Fall21_Covid_StudentHealth_SafetyPlan_FINAL.pdf

All nursing students are to familiarize themselves with the policy and abide by this plan.

***All SHS students and faculty will mask indoors. Additional PPE may be required at clinical facilities, the simulation lab and the skills lab.**



Associate Degree Nursing Program of Study Contract

Name: _____ Student ID: _____ Semester of Admission: _____

Course No. (Hours)	Course Name	Date Course Taken	Grade	Transfer Credit/School
BIO 2513 (3)	A&P I			
BIO 2511 (1)	A&P I Lab			
BIO 2523 (3)	A&P II			
BIO 2521 (1)	A&P II Lab			
ENG 1113 (3)	English Comp I			
ENG 1123 (3)	English Comp II			
CSC 1113 (3)	Computer Concepts			
MAT 1313 (3)	College Algebra			
EPY 2533 (3)	Growth & Development *			
PSY 1513 (3)	General Psychology			
SPT 1113 (3)	Public Speaking			
(3)	Humanities/Fine Arts Elective **			

Course No. (Hours)	Course Name	Date Course Taken	Grade	Transfer Credit/School
NUR 1109 (9)	Nursing 1			
NUR 1209 (9)	Nursing 2			
NUR 1316 (6)	LPN-RN Transition			
NUR 2119 (9)	Nursing 3			
NUR 2129 (9)	Nursing 4			
NUR 2313 (3)	Transition to Professional Practice			
NUR 2123	Pharm I			
NUR 2133	Pharm II			

* Growth and Development must be completed with a "C" or better before NUR 2119. **See the NWCC Bulletin Academic Core Curriculum for a list of approved Humanities/Fine Arts electives.

As a student I am aware of my responsibility in completing this program of study at NWCC. I have had the Core Curriculum and Nursing Curriculum explained to me and I agree to meet with my faculty advisor at least ONCE per semester to check my progress and plan my progression in the program. I have been counseled and understand the criteria needed for completion of the Associates of Arts Degree in Nursing at NWCC.

Plan of Study/Transcript Reviewed with student; met with advisor. Student _____ Faculty _____ Date _____
--

Plan of Study/Transcript Reviewed with student; met with advisor. Student _____ Faculty _____ Date _____
--

Plan of Study/Transcript Reviewed with student; met with advisor. Student _____ Faculty _____ Date _____
--

Plan of Study/Transcript Reviewed with student; met with advisor. Student _____ Faculty _____ Date _____
--

Revised 2/2020