



**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE  
SCHOOL OF HEALTH SCIENCES

## School of Health Sciences Handbook



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**TABLE OF CONTENTS**

Student Resource Handbook ..... 3

    School of Health Sciences Mission ..... 4

    School of Health Sciences Programs and Locations ..... 4

    Student Information ..... 5

        Tuition Fee ..... 5

        SHS Fee ..... 5

        Financial Aid ..... 5

        Disability Reference Information ..... 6

    Clinical and Laboratory Requirements ..... 7

        Needle Stick and Body Fluid Exposure Policy ..... 8

    Grade Appeal ..... 8

    Student Issues ..... 11

        Instructional Organization Chart ..... 11

        Plagiarism/Cheating Appeal ..... 13

        Absence Appeal ..... 13

        Complaint or Grievance Procedure ..... 14

        Critical Incident Policy ..... 14

        Interim Progress Policy ..... 16

    Professional Student Conduct ..... 16

        Drug and Alcohol Policy ..... 18

        Pregnancy Policy ..... 21

        Background Check and Fingerprinting Policy ..... 23

    Student Organization ..... 24

    Statement of Handbook Acceptance ..... 25

## SCHOOL OF HEALTH SCIENCES MISSION

The mission of the School of Health Sciences (SHS) is to provide excellence in academic instruction, instill proficient and safe clinical practices in students, and meet the community needs in which they serve. The collaborative effort of the SHS develops students with a knowledge base including cultural competence and continued advancement through service, professionalism, excellence, and leadership.

*As a student of the School of Health Sciences, you are expected to uphold the NWCC core values and those of the health profession including: accountability, integrity, excellence, respect, service, and leadership. You have been selected to enter a program of study preparing you for a career and a calling of service to others. It is an honor to welcome you to the NWCC School of Health Sciences.*

The *School of Health Sciences Student Resource Handbook*, serves as a support manual for the NWCC Bulletin and addresses specific policies pertaining to the SHS programs. In cases where the SHS policy differs from the NWCC Bulletin, these policies will be clearly defined in the Student Resource Handbook. In all other cases, students are referred to the NWCC Bulletin for the policy procedure. The SHS Student Resource Handbook will provide information and a reference directory specific to the SHS. The NWCC Bulletin may change throughout the calendar year. Students must remain familiar with any updated changes on the online version of the NWCC Bulletin located at: <http://catalog.northwestms.edu/>

## SCHOOL OF HEALTH SCIENCES PROGRAMS AND LOCATIONS

Emergency Medical Technology	DeSoto, Senatobia, Oxford
Funeral Service Technology	DeSoto
Health Care Assistant	DeSoto, Senatobia, Water Valley
LPN to RN	Senatobia
Nursing Associate Degree (RN)	Senatobia
Paramedic	Senatobia, Oxford
Physical Therapist Assistant	Senatobia
Practical Nursing (LPN)	DeSoto, Senatobia, Oxford, Ashland
Respiratory Therapy	DeSoto
Surgical Technology	Oxford, DeSoto

## STUDENT INFORMATION

There are various support systems across the NWCC district for SHS students. This information is located at:

[www.northwestms.edu/l/current-students](http://www.northwestms.edu/l/current-students)

NWCC Bulletin: <http://catalog.northwestms.edu/>

*School of Health Sciences Student Resource Handbook*

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### FEES

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#### TUITION FEE

NWCC full-time student (15 credit hours or more) = \$1700 (fall and spring, NOT summer) (Federal Funds consider full-time at 12 hours or more.)

Part-time student (14 credit hours or less) = \$160 x # credit hours (fall, spring and summer)

Summer tuition is \$160 x # credit hours independent of full-time or part-time status.

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#### SHS FEE

An SHS Fee/Nursing Fee is collected each semester. This fee supports equipment purchases and the required warranty fees to maintain and support the software and mechanisms associated with such purchases. Fees support the IT support necessary for the testing and online components needed for the scholastic learning environment. Credentialing requirements and accreditation standards mandate specific resources including technology platforms, available training modalities, and faculty to student ratio. Each year, NWCC continues to increase these resources for our SHS students and must do so to remain on the cutting edge of healthcare.

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### FINANCIAL AID

There are many resources to obtain Financial Aid. Initially, the student should access:

<https://northwestmsedu.finalsite.com/financial-aid>

After following these steps at the financial aid website, complete the foundation scholarship application located on this site. NWCC has many scholarship awards that are specified for Health Sciences Students. These scholarships may be awarded outside the designated deadline dates. Therefore, **complete** the scholarship award even if the **deadline date has passed**.

## DISABILITY REFERENCE INFORMATION

Students with disabilities are responsible for registering for special accommodations with the NWCC Disability Coordinator as soon as possible with the proper documentation to support accommodations. The Disability Coordinator will notify the course instructor of the list of accommodations required.

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### DISABILITY SUPPORT SERVICE OFFICES

#### **Senatobia**

Missy Kelsay, DSSO Coordinator

Office: 662-562-3309 Fax: 662-562-3315

Email: [mkelsay@northwestms.edu](mailto:mkelsay@northwestms.edu)

#### **Desoto Center/Olive Branch/Ashland**

Terri Reeves, CTE Support Services Coordinator

Office 307: 662-280-6193

Email: [treeves@northwestms.edu](mailto:treeves@northwestms.edu)

#### **Lafayette-Yalobusha Technical Center/Batesville Concourse/Water Valley**

Betsy Grubbs, CTE Support Services Coordinator

Office 121: 662-238-7951

Email: [bgrubbs@northwestms.edu](mailto:bgrubbs@northwestms.edu)

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### SERVICES OFFERED INCLUDE:

- Classroom accommodations
- Testing accommodations
- Emails/letters to instructors requesting accommodations
- Counseling
- Assistance with scheduling
- Liaison services between faculty, staff, and student regarding disability needs

**For a list of disability resources please visit:** <https://www.northwestms.edu//current-students/disability-services/links-and-resources>

## CLINICAL SITE REQUIREMENT POLICY

Clinic experiences are necessary and critical for all School of Health Sciences students to achieve their student learning outcomes. Northwest Mississippi Community College DOES NOT require the COVID-19 vaccine for enrollment. However, students in the School of Health Sciences, will have to attend clinical facilities which may require the COVID-19 vaccine.

Northwest is contractually obligated to abide by all of the clinical site's requirements. This includes providing documentation such as vaccine status (COVID-19, MMR, TDAP, FLU) TB test, Urine Drug Screen, and Criminal Background check/Affidavit.

Prior to accepting the seat into a School of Health Sciences Program, students should be aware that a completed COVID-19 vaccine may be required in all of the major hospitals, long-term care facilities and clinical sites. Northwest is under no obligation to identify clinic sites that conform to an individual student's preference regarding vaccine status, nor can the college guarantee that such sites exist. For clarification, please note, clinical rotations will not be assigned based on student's preference or vaccine status. In order to meet the student learning outcomes, a student may be required to attend a clinical site that requires a COVID-19 vaccination.

In the event a clinical site requires the COVID-19 vaccine, the student must have documentation of their completed COVID-19 vaccination by the given due date. The student will not be allowed to go to clinical, and accrue an absence for every day missed. If the student exceeds the absences, the student will be withdrawn from the program.

Students are not allowed to contact any clinical agency to obtain a clinical site placement, except in the Funeral Service Program.

## LABORATORY REQUIREMENTS

The student will be considered absent from clinical and may exceed the number of absences from the course. It is the responsibility of the student to refer to the program's clinical requirements, submit all documentation on time, and comply with requirements such as immunizations, negative drug tests, fingerprinting, etc.

For clinical check-offs or skill demonstrations, students may be videotaped by their instructor in the laboratory setting for return demonstration or validation of check-off procedures. Students are not to photograph or video in the laboratory setting. Having phones in the clinical setting is not allowed. A student taking photos or videos in a clinical setting will be immediately removed from the clinical setting and disciplinary action will be taken.

The laboratory setting is a training opportunity for all students. It is expected for students to properly use all equipment in the laboratory appropriately. Students should leave the lab clean and neat. Where beds are present, the beds should be made neatly in the low position with the top two side rails raised. If any injury should occur in the lab, the student is to report the injury immediately to the faculty.

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## NEEDLE STICK AND BODY FLUID EXPOSURE POLICY

Needle stick, skin barrier breakage, and/or possible exposure to a bloodborne pathogen may occur at any given time while a student is in the health sciences program. This may include injury by a clean or 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/contact that breaks the skin.

After the exposure, the student should perform the following:

- Immediately wash/irrigate the area thoroughly.
- Notify the clinical instructor immediately.
- Inform the agency's 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 exposure. The decision to have testing or not is the choice of the exposed individual. The student is responsible for all expenses incurred due to needle sticks, skin barrier breakage, or other body fluid exposure.

The student must complete the NWCC School of Health Sciences Incident Report Form for Needle Stick/Body Fluid Exposure. The faculty will forward the information to the Program Director for follow-up. The Program Director will keep this documentation on file for a period of not less than five (5) years following the date of the exposure.

The clinical instructor must notify the Program Director when a student has been accidentally exposed and include measures to prevent future exposures. Notification of the incident is critical and necessary for the protection of the involved parties.

## School of Health Sciences Student Grade Appeal Procedure

This procedure is designed to provide a School of Health Sciences (SHS) student the opportunity to appeal the final course grade which the student believes to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. It is incumbent on the SHS to allow an appeal process to determine if a student is eligible to return to their program. In all cases, the student shall have the burden of proof with respect to the allegations in the appeal 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 appeal made in the last completed 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 SHS students differs from the NWCC bulletin and involves the following steps:

The student is to be respectful and professional at all times. If the student has questions concerning an individual test, the student should review the program's handbook for test question queries and follow each step properly. If the program does not have a specific policy for question queries, ask the faculty member if a certain question may be re-considered and bring written and referenced documentation to support the answer choice. The student is to schedule a meeting with the faculty member who lectured the content and seek clarification on the content missed. An individual test grade cannot be appealed, only the final course grade. Some classes may have a final grade for a theory portion and a final grade for a clinical portion, in the same course offering. Both of which must



be passed to be successful in the course. Each of these final grades is appealable, but not each individual test or daily clinical grade. Your faculty member will clearly define in the class syllabus if this rule is applicable.

### How to Appeal a Final Grade

*\* This process is specific to the SHS and differs from the NWCC Bulletin in that the appeal window is condensed to provide a quick appeal resolution required to meet a timely transition from theory to clinical instruction. \**

1. Schedule a meeting with the instructor to see if an understanding or clarification on the final grade can be achieved.
2. Obtain and complete a grade appeal form at [www.northwestms.edu](http://www.northwestms.edu) under the students' tab, links, and resources, grade appeal form.
3. Submit the complaint in writing to the Director of the Program **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. If the Director of the Program was also the instructor who issued the grade, the student may submit the appeal to the Dean of Health Sciences.
4. The Director of the Program will attempt to resolve the complaint in a conference between the student and the instructor, to be held **within 2 business days** from the date the complaint was received. The Director of the Program 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 (#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. The decision of the grade appeal committee is final.

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## SKILL CHECK-OFFS

Clinical Skills are essential for the implementation of effective, safe, and proficient interventions in the clinical setting. These skills must be mastered successfully in the lab setting prior to performing in the clinical setting and/or applied to client care. It is important for each SHS student to be familiar with their program policies on the skills check-off procedure, grading, and expectations for every clinical requirement. The number of attempts, grading, and skills will vary for each program. The student is responsible for reading skill guidelines, watching assigned videos, and practicing the assigned skills. The student is responsible to ask for assistance if certain skills are difficult to master prior to the assigned clinical check-off day. A student who is not successful after the final skills attempt will not be allowed to attend clinical. The student must successfully pass ALL skills. Based on the withdrawal date, the student will either receive a "W" or an "F" for the clinical grade.

If the student wishes to appeal the clinical check-off procedure and/or believes they performed the skill successfully and have been unjustly graded, they may appeal the clinical check-off in the following appeal process.  
Skills-Check off Grade Appeal

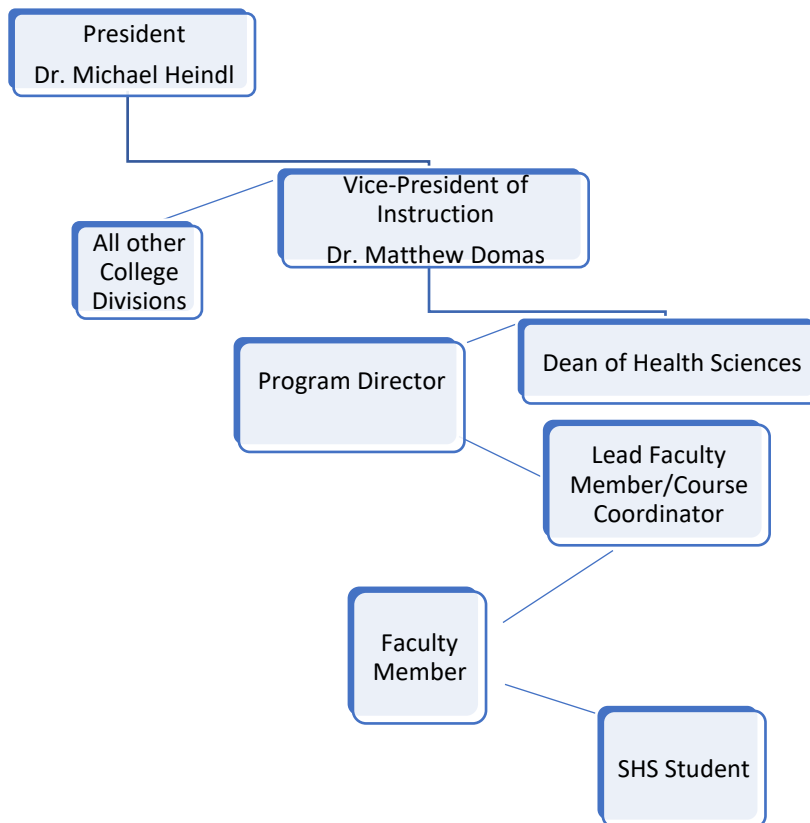
**This process is specific to the SHS and differs from the NWCC Bulletin**

1. Schedule a meeting with the instructor to see if an understanding or clarification on the final skills check-off grade can be achieved. If unable to resolve with the instructor, proceed to step #2.
2. Submit the appeal in writing via email to the Director of the Program within one (1) business day from the date the grade was received. Once this letter is submitted, the student is allowed to participate in lab, simulation, or classroom activities. The student is not allowed to attend clinical. If the Director of the Program is the instructor, the student may begin at step #4.
3. The Director of the Program will attempt to resolve the appeal in a conference between the student and the instructor, to be held within two (2) business days from the date the appeal was received. The Director of the Program will render a decision and inform the student of this decision within 24 hours of the conference.
4. If unable to resolve step #3, the student may submit the appeal to the Dean of the School of Health Sciences within one (1) business day from the date of the dissolution of step #3. The Dean will attempt to resolve the appeal in a conference with the student to be held within two (2) business days from the date the appeal was received by the Dean. The Dean of the School of Health Sciences will render a decision and inform the student of this decision within 24 hours of the conference. The decision of the Dean is final.

## 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 the 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.

## INSTRUCTIONAL ORGANIZATIONAL CHART



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## ACADEMIC INTEGRITY REQUIREMENT POLICY

All work products created or produced using the College's resources, facilities, or time are considered to be the property of Northwest Mississippi Community College. Products developed on personal time using personal resources shall be deemed the property of the individual. All revenue derived from college-owned products is unrestricted for institutional budgeting purposes, while any revenue gained from individually-owned work products is discretionary for the developer. This policy is applicable to all faculty, staff, and students.

The purpose of the Academic Integrity Requirement Policy is to develop ethical behaviors and high professional standards of honesty and dependability in all matters. All School of Health Sciences (SHS) students are expected to demonstrate the highest levels of academic integrity. SHS students are engaged in an educational process whose ultimate goal is to promote public health, client safety, and respect for human dignity; therefore, the student and faculty share the obligation to uphold the academic integrity of every School of Health Sciences program.

A disregard for academic integrity may be seen through acts of:

- Plagiarism – the use of ideas, opinions, examples, keywords, phrases, sentences, or paragraphs from another person's work without proper acknowledgment.
- Cheating includes, but is not limited to:
  - Attempting to obtain pre-knowledge content of an exam.
  - Copying and/or providing another's work.
  - Working in a group when told to work individually.
  - Using unauthorized reference material in an exam.
  - Having someone else take an exam.
  - Having someone else complete the work.
  - Using a student's secure username/password and/or providing another student with a username/password.
  - Falsifying documentation (clinical time, client reports, medications, etc.).
  - Leaving the testing site and referring to any resources (written or online) while taking the exam.
  - Collaborating with others on assignments unless allowed by the instructor.
  - Submitting the same paper or another assignment to more than one course without the approval of all instructors involved.
  - Sharing or accepting class notes from other students.
  -

A student who has violated the Academic Integrity Requirement policy will receive a critical incident and a grade of zero (0) on the assignment or test. If a student violates the Academic Integrity Requirement Policy a second time, the student will receive additional disciplinary actions according to the program policy. Students who wish to appeal the Academic Integrity Requirement Policy can follow the *NWCC Bulletin* steps below.

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## CHEATING/PLAGIARISM APPEAL PROCEDURE

Students who wish to appeal the decision of their instructor with regard to an allegation of cheating or plagiarism should notify the Dean of the School of Health Sciences in writing within one (1) week of the formal decision by their instructor. The Dean of the School of Health Sciences will, within a reasonable amount of time, convene an Ad Hoc Committee to hear the student's appeal and will notify the student in writing of the date, time, and location of the hearing. The Ad Hoc Committee will be chaired by the Dean of the School of Health Sciences and may consist of up to two (2) faculty members and two (2) students. The Committee will review all supporting documentation and hear from the accused student in person. The accused student may submit any documentation and present witnesses in his/her defense at that time. The Committee will render a decision following the hearing and the decision of the Committee is final.

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## ATTENDANCE POLICY AND ABSENCE APPEAL

Every School of Health Sciences (SHS) program, and sometimes each course, has a different number of allowable absences. The Attendance Policy meets the standard needed to be eligible to sit for licensure/certification. The SHS requires any student who is sick to remain at home. It is the student's responsibility to read each course syllabus and become familiar with the course absence number. Students must be on time for all scheduled activities. A tardy is defined as being 1-10 minutes late. An absence is defined as being more than 10 minutes late. Three tardies equal one absence. If a student has exceeded the number of allowable absences (with or without medical documentation), they must complete the absence appeal form as directed below. The absence appeal procedure is in place for extenuating circumstances and will be carefully considered.

The following are the steps for an Absence Appeal:

1. Go to [www.northwestms.edu](http://www.northwestms.edu) and click the student tab found at the upper left corner of the webpage.
2. Scroll down and click "Absence Appeal Form" found under "Links and Resources."
3. The student will then complete the Absence Appeal Form.
4. The student must list each tardy and absence with the corresponding date and rationale, including any supporting documentation.
5. The absence appeal form must be completed prior to the next scheduled class/clinical (for the course in which the absence appeal is under consideration).
6. The student is **required to return to class, lab, and clinical** once the appeal has been submitted provided there are no medical restrictions.

The Dean of the School of Health Sciences will review the appeal form and render a decision based on the student's submitted documentation and rationale within five (5) business days of receipt of the appeal. Any student who is removed from the program related to exceeding the number of absences will receive a "W" for the course regardless of the withdrawal date.

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## COMPLAINT OR GRIEVANCE PROCEDURE

Title IV of the Civil Right Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 as well as NWCC policies prohibit intentional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that their rights under the law or campus policy has been denied in such areas as admissions, financial assistance, residence hall assignment, disciplinary actions, or other campus matters may seek to resolve them according to the steps outlined in the NWCC Bulletin.

## CRITICAL INCIDENT POLICY

This policy addresses unsafe practices, illegal misconduct, professional misconduct, noncompliance with the health professional code of conduct and civility requirements, and/ or academic misconduct. These terms are defined as follows:

### *Unsafe Practice*

- Student behaviors or patterns of behaviors that cause or have the potential to cause harm or result in physical, psychological, or financial threats to the client or others.
- Any behavior which requires interventions by an 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 School of Health Sciences program in which the student is enrolled and/or the clinical facility being utilized.

### *Illegal Misconduct*

Any violation of the governing law, either local, state, or national that details the scope of practice, licensure, and/or certification for the School of Health Sciences program. Students are to refer to their program's handbook for further information.

### *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 noted in the syllabus/course outline.
- Academic misconduct as stated in the *NWCC Bulletin, School of Health Sciences Student Resource Handbook*, and individual program handbook.
- Inability to meet the *SHS Healthcare Professional Code of Conduct and Civility Requirements*.

### *Procedure for Critical Incident Report*

- For unsafe practice, illegal misconduct, professional misconduct, and/or academic misconduct, a Critical Incident Report or an Interim Progress Report will be completed by the instructor or Director.
- 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/lead faculty, or other faculty member and/or director 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 three (3) business days.
- The student and appropriate parties will sign the critical incident report, and the report will be placed in the student's file.
- An accumulation of three (3) critical incidents incurred while in the SHS program will result in dismissal from the program; however, depending on the severity, any single Critical Incident may result in dismissal.
- The student may appeal only a critical incident that results in dismissal from the program. The student must notify the program director in writing within one (1) business day of receiving the Critical Incident Report's course of action.
- The Critical Incident Form can be located in the Forms section of this handbook

### Critical Incident Appeal

The critical incident appeal is in place for students who wish to appeal any final critical incident that results in withdrawal or dismissal from the SHS program.

#### **This process is specific to the SHS and differs from the NWCC Bulletin**

1. Schedule a meeting with the instructor to see if an understanding or clarification on the critical incident report can be achieved. If unable to resolve with the instructor, proceed to step #2.
2. Submit the appeal in writing via email to the Director of the Program within one (1) business day from the date the withdrawal or dismissal was received. Once this letter is submitted, the student may be allowed to participate in class, lab, or clinical unless the Director feels the behavior would be detrimental to the profession, student health, and/or patient safety. This decision will be up to the Director and will be communicated upon receipt of the appeal via email correspondence. If the Director of the Program is the instructor the student may begin at step #4.
3. The Director of the Program will attempt to resolve the appeal in a conference between the student and the instructor, to be held within two (2) business days from the date the appeal was received. The Director of the Program will render a decision and inform the student of this decision within 24 hours of the conference.
4. If unable to resolve step #3, the student may submit the appeal to the Dean of the School of Health Sciences within one (1) business day from the date of the dissolution of step #3. The Dean will attempt to resolve the appeal in a conference with the student to be held within two (2) business days from the date the appeal was received by the Dean. The Dean of the School of Health Sciences will render a decision and inform the student of this decision within 24 hours of the conference.
5. If the Dean of the School of Health Sciences does not resolve the appeal the student may request a hearing before the SHS Critical Incident Appeals Committee. This request must be submitted in writing to the Dean of the Health Sciences within one (1) business day following the Dean of the School of Health Sciences' decision in the matter.
6. The SHS Critical Incident Appeals Committee will meet with the student within seven (7) business days. The SHS Critical Incident Appeals Committee shall be composed of seven members including a Chairperson who is an unaffiliated SHS program director, three SHS faculty members, and three SHS students who are assigned by the Dean of Health Sciences.

7. After the committee has met, the committee will render a decision within 24 hours. The decision of the SHS Critical Incident Appeals Committee is final.

## INTERIM PROGRESS POLICY

In the classroom, lab, simulation, or clinical area the faculty member is responsible for exercising professional judgment in determining whether a student is performing duties at a satisfactory level. If the student is performing unsatisfactorily but has not reached the severity of a critical incident, during the classroom, lab, simulation, or clinical, the faculty member may submit an Interim Progress Report. The report will summarize the situation as it relates to the required outcomes, as well as the expectations for student improvement. At the discretion of the instructor, a student can be removed from the classroom, lab, simulation, 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. The classroom, lab, simulation, or clinical faculty member is also responsible for exercising professional judgment in removing a student who is impaired, incapable of performing professional duties, or presenting a threat to the safety of the student, other students, faculty, staff, or the client. An accumulation of three (3) Interim Progress Reports is equivocal to one (1) Critical Incident. The Interim Progress Report form can be found in the Forms section of this handbook.

## HEALTHCARE PROFESSIONAL CODE OF CONDUCT AND CIVILITY REQUIREMENTS

The School of Health Sciences (SHS) is committed to providing a safe highly-skilled, educational environment for all students. The Healthcare Professional Code of Conduct and Civility Requirements (HPCCCR) are listed below to clearly define the expectations for every SHS student from acceptance and throughout their enrollment at NWCC. Students who cannot uphold the Healthcare Professional Code of Conduct and Civility Requirements will have an interim progress report or critical incident report completed. Students who are unable to perform to the expectations of the Healthcare Professional will be unsuccessful in the School of Health Sciences.

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### GENERAL

- Students will respect people's rights, opinions, and beliefs regardless of age, sex, race, or sexual orientation.
- Harassing, demeaning, or degrading behavior either emotional, physical, or verbal is prohibited. This includes inappropriate sexual or non-sexual touching.
- All dishonesty, including cheating, plagiarism, or knowingly providing false information, either in oral or written form, is prohibited.
- Students are to use professional language at all times both written and verbal. This includes any email, social media, classroom discussion, clinical areas, etc. Actions that are abusive or disrespectful in nature and directed toward college officials, classmates, or any other persons will not be tolerated. This includes insults, rudeness, sarcasm, profane language, and any other disrespectful act (eye rolling, sighing, interruptions, bullying, apathy, etc.). The instructor has the right to remove from the classroom, laboratory, simulated clinical experience (SCE), and/or clinical site 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 and a critical incident will be completed.

- Students who have been arrested, charged, or pled guilty or no contest after a fingerprint/criminal background check has been completed are to inform the Director immediately as required by the clinical sites.
- Students are to follow all policies and regulations of the clinical facility and the SHS program in which they participate.
- Students are to follow the dress code as outlined in their program syllabus. Unprofessional dress is not appropriate and will not be tolerated.
- Students are to perform all duties without medical/mental limitations and without any drug or alcohol impairment.
- Students are expected to attend scheduled meetings, participate in remediation plans, and seek study skill avenues for learning.
- All students in the SHS programs are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for the welfare of others, both inside and outside the classroom.

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#### CLASSROOM/LABORATORY/SIMULATED CLINICAL EXPERIENCE

- Use of electronics in the classroom is determined by each program. Recording of an instructor can only be conducted with the instructor's consent and a completed signed agreement.
- Recording, taking pictures, videography, or any cell phone use in the laboratory, clinical, or classroom setting is prohibited unless the faculty member has given written permission.
- All graded work must be done independently, except for assigned group projects. Copying other students' work or sharing work with other students is not ethical behavior and is prohibited.
- Students are expected to attend every class, arrive before the class starts, go to the restroom during breaks only, have all necessary materials for class, and not request to leave class early.
- Students are expected to be engaged in the classroom or laboratory experience. Sleeping, being distracted, working on non-class related work, or any other behavior that prohibits student learning is not tolerated in the class. A student may be asked to leave the classroom/laboratory for such behavior which will result in an absence.
- Students should be absent from class, laboratory, or clinical for uncontrollable circumstances only, such as an illness or medical emergency. When the syllabus states there are a certain number of allowable absences, this does not imply those absences will not have to be made up or scheduled at a later date. The allowable absences only mean the number of absences students are allowed before they are removed from the class. Even an absence with a doctor's note does not prohibit the student from having to complete an appeal for absences.
- Students are expected to complete all assignments for each lecture prior to class. Students may also be required to complete written work prior to class at the discretion of the instructor.
- Students are required to have their ID cards on their person at all times and identify one's self to college officials and clinical facilities.
- Students are expected to have a parking decal and park in the designated parking spaces.

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#### CLINICAL

- Use of cell phones in patient areas is strictly prohibited at all times.

- Students are to prepare for each clinical day as assigned. Students are to arrive at the area prior to the start time. Students are to have all necessary materials present to perform their duties as a student in their role.
- Students are required to implement all safety standards as detailed in the clinical operations manual.
- Students are never to place a patient in harm.
- Students are not to perform any skill in which they have not been successfully checked-off in the lab or without the permission of their instructor.
- Administration of medications are specific to the program policies. If students are allowed to administer medications according to their program policy, they must have an NWCC faculty member present at every administration.
- Students are to be respectful to all other clinical staff, eager to learn, humble, and working while in the clinical area. Students are not to work on homework, be on cell phones, sit in the breakroom, shop in the gift stores, sit on the floor, sleep, recline, etc. during assigned clinical experience hours.
- Students are expected to accept the assigned case and/or patient assignment given by their faculty and/or preceptor. Students who refuse care for a patient or case demonstrate abandonment of patient care, which is unacceptable.
- Students are not to contact a clinical facility without the consent of the instructor, director, or dean.
- Students are to perform all duties without limitations and without any drug or alcohol impairment.
- Students must meet all clinical agency requirements.

Any breach of the HPCCCR will result in an interim progress report or a critical incident report being filed. The involved faculty member and/or Director will make this determination depending on the severity of the conduct. The critical incident policy will be followed. It is important to note some critical incident behaviors regarding professionalism, patient safety, civility, etc. warrant immediate removal from the School of Health Sciences.

***A student who lacks any of the Healthcare Professional Code of Conduct Requirements will be unsuccessful in the School of Health Sciences.***

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## DRUG AND ALCOHOL POLICY

### Rationale

The School of Health Sciences intends to maintain learning and teaching environments consistent with the mission of the college. This includes a drug and alcohol-free workplace and educational environment as outlined in *Office of Health Protection, and Subpart 1: Health Facilities Licensure and Certification*, and/or licensure regulatory agency specific to each SHS program.

School of Health Sciences students may have an initial drug screening before the first clinical rotation. The student assumes responsibility for the outcome of the urine drug screen as soon as the student is accepted into the program. All students will be drug screened at least annually and are subject to additional random drug screens, drug screens based on unprofessional conduct, or screening to fulfill contractual clinical agreements.

Possession and/or being under the influence of an illegal drug, a controlled drug for which the student does not have a current prescription or use of alcoholic beverages by a School of Health Sciences student is strictly prohibited in the classroom, laboratory, simulation, clinical setting or on campus property. Students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell illegal drugs. 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. **PLEASE NOTE: Our clinical sites require a completely clean drug screen**, and this includes medical/prescription and/or recreational marijuana. Students who test positive for marijuana, even if they hold a medical marijuana card/prescription, will not be accepted to the program.

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## TESTING

A ten-panel urine drug screen is the method of detection utilized for screening as designated by clinical agencies. The School of Health Sciences utilizes a laboratory that is specialized in handling hospital employee drug screenings and follows the required procedures outlined in *Miss. Code Ann. § 71-7-21*. Testing may occur on any given Northwest campus or at the laboratory facility. The student is required to follow every instruction given by the faculty member. These include but are not limited to:

1. Provide an untampered specimen at the requested time.
2. Answer the Medical Review Officer's call and provide the required medication information within 24 hours of receiving the call.
3. If absent during a test, immediately contact the instructor to establish a testing date, time, and location and attend the appointment without fail.

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## CAUSES OF POSITIVE URINE DRUG SCREEN

A positive urine test may result for multiple causes. These examples include but are not limited to the following:

1. An illegal substance noted in the urine.
2. Refusal to test.
3. Student fails to produce the requested urine sample by the designated date and time.
4. Student has a prescription substance in the urine but does not have a prescription for the medication in their name, prior to testing date.
5. Student has a prescription substance in the urine and has a prescription for medication in their name, prior to testing date, *but* fails to contact and/or notify the Medical Review Officer (MRO).
6. Use of Cannabidiol (CBD) substances will be positive for Tetrahydrocannabinol (THC).
7. If the specimen is diluted, adulterated, substituted or any other circumstance occurs that is unacceptable to the testing agency.

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## TESTING FOR UNPROFESSIONAL BEHAVIOR

A student who exhibits unprofessional behavior which may be related to intoxication or impairment from alcohol or illegal substances will be requested to undergo a urine drug screen and/or an alcohol test. If reasonable suspicion warrants an on-site collection, the laboratory personnel will be contacted to

obtain the specimen from the student in the classroom, laboratory, simulations, and/or in the clinical setting. The student will have immediate testing and is responsible for paying the laboratory testing fee. If the student fails to follow through with the test collection, the student's test will be considered positive. A student who is being tested for alcohol intoxication will be subject to a breath, saliva, and/or blood testing per the laboratory policy for confirmation. Unprofessional behaviors resulting in an immediate drug test are as follows but are not limited to:

1. Intoxication, impairment, or smell of alcohol, illegal substance, nonprescription or prescription medication.
2. Inability to perform clinical, classroom, or laboratory daily tasks.
3. Change of neurological status such as slurred speech, altered gait, pupil size, etc.
4. Direct observation of drug use and/or the physical manifestations of being under the influence of a drug in the classroom, laboratory, simulation and/or in clinical.
5. Behavior such as absenteeism, tardiness or deterioration of performance.
6. Self-report to others of drug or alcohol use.
7. A report of drug use reported by reliable and credible sources and which has been independently corroborated.
8. Accidents reported as being caused or contributed by the student while in class, laboratory or clinical.
9. Report of student involvement in the use, possession, sale, solicitation or transfer of drugs while in the School of Health Sciences or at one of its affiliated clinical agencies.
10. The occurrence of missing drugs from a clinical setting where the student has had access to the drug supply.

#### OUTCOME OF A POSITIVE DRUG TEST

If the final drug test result is positive, the student has failed to meet the clinical agency requirements and the School of Health Sciences healthcare professional code of conduct requirements. This makes the student ineligible to meet all of the student learning outcomes for their program. The student will receive a "W" for all School of Health Sciences courses.

This policy is handled in accordance with the *Miss. Code Ann. § 71-7-21* for Drug Testing for Healthcare professionals and drug tests are collected with an approved agency that follows the chain of custody consistent with the Mississippi governing law. Therefore, any positive test has already been confirmed by a second test by the Medical Review Officer with the additional specimen testing as required by law. The detectable nanogram level for the School of Health Sciences has been determined based on testing consistent with healthcare professionals in the state of MS. Therefore, a urine drug screen conducted at a local primary care office may have a different nanogram level of detection than the lower level established by the MS healthcare profession recommendations. This is why all students are tested at the same nanogram levels for consistency. All students are tested with the same facility, which follows a stringent chain of command policy, with every positive test being retested. A Medical Review Officer confirms all positive test results.

A student who has to withdraw from the semester will be encouraged to follow up with the NWCC Student Counselor. Students may be readmitted based on their program's readmission policy.

**The final decision regarding readmission into a program within the School of Health Sciences, following a positive drug screen result, rests at the discretion of the Dean of Health Sciences.**

#### SHS MEDICAL RELEASE

While attending NWCC, a student may have a medical, mental, or other physical event in which the student has medical treatment. Prior to returning to class, clinical, or laboratory instruction, the student must present proper documentation demonstrating their ability to perform all the required duties of their professional clinical standards. The documentation requirement should include a complete SHS Physical Examination/Medical Release Form, which includes the ability of the student to perform the physical and emotional requirements of the profession and to mentally process the complexity of problem-solving, mathematics, rational thoughts, and ethical reasoning. A statement from the physician or nurse practitioner must include a statement 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 without any restrictions.

The student will be subject to the absence policies as stated in the program's course syllabus. The student must complete a Medical Release Form after any medical treatment (either physical or mental) and will not hold NWCC or the School of Health Sciences liable for any harm or damages for failure to follow through with the Medical Release Policy.

#### PREGNANCY POLICY

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 its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

The Title IX Coordinator is Dr. Tonyalle Rush, Associate Vice President for Student Services & Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409 and e-mail address [trush@northwestms.edu](mailto:trush@northwestms.edu).

The School of Health Sciences supports the safety and well-being of all students; therefore, students who become pregnant are strongly encouraged to complete the pregnancy form located at <https://nwcc.wufoo.com/forms/qw0giag1h0yvlp/> as soon as they become aware of their pregnancy. The Title IX coordinator will inform the student of their rights to access education and the forms needed for documentation. If a pregnant student is unable to participate in clinical or laboratory but is able to attend the theory or didactic portion; the student will be marked present for all classes in campus key.

This modality may be through an online format or in person. If the student is attending virtually, the student must complete the assigned work as required of all students in the course to be counted as present. If a student is able to complete the didactic portion of the class but has not been released to complete the clinical/laboratory hours, the student will receive an incomplete until the hours have been completed. The student and the director will begin formulating a plan for clinical as soon as the estimated date of birth is determined. If a student is unable to attend virtually and cannot complete clinical, the student will be marked absent and given the option to receive an incomplete or withdraw from the course. The decision to withdraw or return to class will be the student's decision. The director and/or faculty member will document all discussions regarding the pregnancy and course requirements. Copies of these discussions will be provided to the Title IX Coordinator. It will be the intent of every director and faculty member to help all students succeed and complete their degree path.

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### STEPS REQUIRED

1. Notify your faculty member and/or director at your campus as soon as you become aware of your pregnancy status.
2. Complete the online Title IX form at this link <https://nwcc.wufoo.com/forms/qw0giag1h0yvlp/>. The Title IX Coordinator will contact the Program Director once your form is received.
3. Complete the **Pregnancy Release-Student Form** and give it to your faculty member. The Program faculty would provide the Program Director and the Title IX Coordinator with a copy.
4. Complete the **Pregnancy Healthcare Provider Information Form** and give it to your faculty member. The Program faculty would provide the Program Director and the Title IX Coordinator with a copy.
5. Obtain a completed **Pregnancy Release – Health Care Provider Form** after **EVERY** obstetrical appointment and submit to both the faculty member and the Title IX Coordinator.
6. Remain in constant contact with Title IX Coordinator and faculty member throughout the pregnancy, delivery, and post-delivery to ensure all forms are submitted, updates are provided, and a plan of educational success is achieved.
7. Develop an educational plan of success with the faculty member as soon as the estimated date of delivery is known and adapt the plan as needed for any unforeseeable date changes or restriction applications.
8. After delivery, obtain a completed **Pregnancy Release – Health Care Provider Form** and provide a copy to the faculty member and the Title IX Coordinator. Without the release, the student cannot participate in any educational activities.

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### ABSENCES RELATED TO PREGNANCY

Absence(s) related to the pregnancy will be documented in campus key comments as "Title IX" until the Program Director receives confirmation from the Title IX Coordinator that the student has submitted the Pregnancy Release – Health Care Provider Form. The Program Director will contact the campus instructor about the student's assigned absentee status. The instructor will change the absence(s) to

present. However, if a notification has not been received by the Title IX coordinator, the absence(s) will remain. If a student is absent related to pregnancy, alternative lecture modalities should be inquired by the student and established with the faculty member. If the student has missed a significant amount of time from classroom theory, laboratory/simulation, and/or clinical, the student may have the decision to withdraw from the class and/or semester or receive an incomplete for any course. If the student chooses to receive an incomplete, the student must complete all required assignments in the next semester. This does not apply to the summer semester. If a student received an incomplete for a course in the spring semester, the student must complete all requirements in the fall semester of the same year. If a student received an incomplete in the fall semester, they must complete all requirements in the spring semester following the incomplete fall course. It is important to note, a student who chooses to take an incomplete and who is unsuccessful in completing all the requirements in the next semester will receive an “F” in those courses.

**Note:** Some clinical environments may be harmful to pregnancy, such as those with formaldehyde, high risk of radiation exposure, etc. Students may have to pause their clinical rotation during this high-risk time. Students are to refer to the SHS program’s handbook for further information.

## Background Check and Fingerprinting Policy

The 2020 Mississippi Code § 37-29-232 mandates a fingerprint collection for all “health care professional/vocational technical students”. The MS code states, “If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the health care professional/vocational technical academic program of study”. This is a state mandate and if the fingerprint results are noted after the student has received an acceptance letter, the acceptance into the program will be nullified according to the law. Therefore, any student who receives a report documenting any of the above felony findings will receive a letter from the Program Director for immediate withdrawal from the program. The student will receive an administrative “W” for all classes if the student has already registered for classes. There is no appeal to remain in the program as this is in accordance with the 2020 Mississippi Code § 37-29-232. Fingerprinting is not required by the state of MS Funeral Service Board. However, if a clinical agency should require funeral service students to obtain, students would have to comply with the clinical agency requirements.

If fingerprinting report results in any other findings besides a report of “no violations”, the student must provide proof of the disposition of charges to the Program Director. Failure to disclose the disposition of the charges is grounds for dismissal from the program. The Program Director will review the documentation and may report the infraction to the clinical site without disclosing the student’s identity. If the clinical site denies the student placement based on the criminal background findings, the student will be unable to complete the clinical requirement resulting in dismissal from the program. The student may be fingerprinted at any time for a criminal background check as required by clinical

agencies. Subsequent Criminal Background Checks are required for licensure eligibility in the state of Mississippi for many of the programs within the School of Health Sciences. Please refer to the program's handbook for the specific timing and cost of the fingerprint screening.

Approval to attend clinical assignments in an SHS program does not guarantee the student will receive licensure/certification at the conclusion of the program.

## STUDENT ORGANIZATION

The School of Health Sciences encourages students to participate and interact in all NWCC student body clubs, organizations, and events of interest and/or related to the field of Healthcare at NWCC.

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.



## STATEMENT OF HANDBOOK ACCEPTANCE

My signature below signifies that I have read the *School of Health Sciences Student Resource Handbook* and I understand my conduct is expected to meet the professional standards of the healthcare profession. If my conduct should fall below this standard, I will be subject to disciplinary action which may involve removal from the program.

By signing below, I acknowledge and understand this clinical agency requirement statement. I acknowledge that Northwest Mississippi Community college is not requiring the COVID-19 vaccine; however, the clinical sites required for training may require me to obtain COVID-19 vaccine. I understand I will have to abide by the clinical site requirements to meet my student learning outcomes to be successful in this program.

I have read the and understand these policies:

- Clinical Requirements Policy
- Needle Stick and Body Fluid Exposure Policy
- Grade Appeal Policy
- Academic Integrity Requirement Policy
- Attendance Policy & Absence Appeal
- Fingerprinting and Background Check Policy
- Drug and Alcohol Policy
- Medical Release Policy
- Pregnancy Policy

Student Signature: \_\_\_\_\_ Student ID: \_\_\_\_\_ Program: \_\_\_\_\_

Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Campus: \_\_\_\_\_

## STUDENT MEDICAL RELEASE FORM



I \_\_\_\_\_, hereby release Northwest Mississippi Community College and the \_\_\_\_\_ Program of any responsibility for any injury or untoward complications occurring while in the classroom, clinical, laboratory, or simulation area. In the case that a medical event arises, I will present an updated SHS Physical Examination/Medical Release Form from my physician or Nurse Practitioner stating I may return to class, clinical, laboratory, and/or simulation area without restriction. I understand I will not be able to return to class, clinical, laboratory, or simulation until I provide documentation from a medical provider.

Name: (print) \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Witness: \_\_\_\_\_



Documentation of 3 dose Hepatitis B vaccine (2 dose Heblisav) or immune titer? \_\_\_ Yes \_\_\_ No

Documentation of Tetanus toxoid vaccine or booster in past 5 years : \_\_\_ Yes \_\_\_ No

*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 program. I understand that it is my responsibility as a student to seeking testing and treatment from a healthcare provider at my own expense related to the documented blood and body fluid exposure and release NWCC and the School of Health Sciences from all liability related to any injury or illness that may occur post exposure.*

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

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_



PREGNANCY RELEASE

I hereby relieve Northwest Mississippi Community College and \_\_\_\_\_ of any responsibility for any injury or untoward complications occurring during my pregnancy, while in the classroom/clinical/laboratory/simulation area. I will submit my Health Care Provider’s release after every obstetrical appointment and complete the Healthcare Provider Information Form. I will be active in planning my educational plan and abiding by all assignments as determined by my instructor.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Student ID#:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness



**PREGNANCY RELEASE – HEALTH CARE PROVIDER**

Student Name \_\_\_\_\_ Student ID: \_\_\_\_\_

- Must be completed at each obstetrical appointment
- Must be completed after delivery for release to return

Place health care provider/health care facility stamp below:

If stamps are not available, health care provider, please print name, address and provider signature:

Name:	_____
Address:	_____
	_____
Phone:	_____
Signature:	_____
Date:	_____

The student may return to classroom instruction without restriction:      Circle: YES NO

The student may return to simulation/laboratory without restriction:      Circle: YES NO

The student may return to the hospital/clinical experience without restriction: Circle: YES NO

List any restrictions noted for the student to perform in the classroom, simulation, lab, hospital, or clinical experience. \_\_\_\_\_

\_\_\_\_\_



PREGNANCY HEALTH CARE PROVIDER INFORMATION FORM

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Program: \_\_\_\_\_

Please answer the following questions to the best of your ability in order to establish an educational plan that will help you be successful in your educational endeavors.

Are you currently pregnant: Yes  No  If yes, when is your estimated due date? \_\_\_\_\_

Have you seen an obstetric healthcare provider for you and your baby's care? Yes   No

If yes, what is your healthcare provider's name and address?

\_\_\_\_\_

If no, which healthcare provider will you be seeing and when is your scheduled appointment?

\_\_\_\_\_

\_\_\_\_\_

Do you plan to remain in school while you are pregnant? Yes  No  Comments:

\_\_\_\_\_

\_\_\_\_\_

When do you plan to return to school after your delivery?

\_\_\_\_\_

\_\_\_\_\_

If you have already seen an obstetric healthcare provider, please provide a physician release after every obstetrical appointment to participate in the classroom, lab, and clinical activities required by your chosen professional field.



Medical Release- (non-Pregnancy)

Student Name \_\_\_\_\_ Student ID: \_\_\_\_\_

- Must be completed by MD, DO, or NP
- Must be completed if medically treated in ER, Hospital setting, or seen by a physician/NP in an outpatient setting or clinic.

Place health care provider/health care facility stamp below:

If stamps are not available, health care provider, please print name, address, and provider signature:

Name: _____
Address: _____
_____
Phone: _____
Signature: _____
Date: _____

The student may return to classroom instruction without restriction: Circle: YES NO

The student may return to simulation/laboratory without restriction: Circle: YES NO

The student may return to the hospital/clinical experience without restriction: Circle: YES NO

List any restrictions noted for the student to perform in the classroom, simulation, lab, hospital, or clinical experience.

\_\_\_\_\_





**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE  
SCHOOL OF HEALTH SCIENCES

Critical Incident Report

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_ Course: \_\_\_\_\_

Clinical Agency/Location: \_\_\_\_\_

Faculty Involved: \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses to Incident: \_\_\_\_\_

Faculty Response: \_\_\_\_\_

\_\_\_\_\_

Potential/Actual Consequences to Client or Others: \_\_\_\_\_

\_\_\_\_\_

Plan of Action: \_\_\_\_\_

Student Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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



## Interim Progress Report

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_ Course: \_\_\_\_\_

Summary Report of Situation:

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Faculty Expectations:

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Student Comments:

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

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