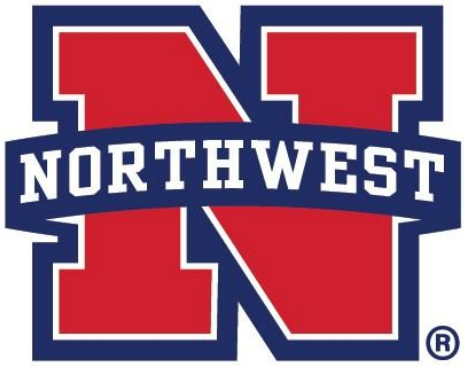


ASSOCIATE DEGREE NURSING

Nursing Student Handbook

Fall 2026

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ASSOCIATE DEGREE NURSING PROGRAM MISSION, VISION, & VALUES

Mission:

The Associate Degree Nursing program is a two-year program of study that provides quality student-centered nursing education preparing entry-level nurses to meet the needs of the community. Faculty with diverse clinical practice experiences collaborate to administer a curriculum utilizing innovative active teaching strategies to enhance student success. Maintaining partnerships with an array of clinical facility stakeholders ensures diverse clinical experiences for student engagement in current nursing practice settings. Program quality improvement is achieved through regular evaluation of program and student learning outcomes.

Vision:

The Associate Degree Nursing Program prepares highly educated and competent nurses ready to enter a complex and diverse healthcare environment, provides service to the profession and other communities of interest, and promotes excellence in the provision of quality, safe, cost-effective, evidence-based care.

Values:

- *Accountability* – Accepting responsibility for appropriate actions, obligations, and duties to clients and the nursing profession
- *Integrity* – Committing to honesty and ethical behavior in all situations
- *Excellence* – Achieving the highest standards of evidence-based, safe, quality care
- *Respect* – A feeling of esteem or regard for the unique qualities of all individuals
- *Service* – Helping others without the desire for personal gain
- *Sustainability* – Ensuring effective, efficient use of healthcare resources to provide cost-effective care
- *Accessibility* – Promoting affordable, equitable access to healthcare for all, including underserved and diverse populations
- *Creativity* – Developing and implementing effective solutions to promote and maintain an optimal level of health
- *Positivity* – The practice, action, and demonstration of being optimistic in attitude
- *Leadership* – Influencing the nursing profession positively by coordinating care, advocating for clients' rights, and promoting health policy

STUDENT INFORMATION

In addition to the Associate Degree Nursing Program Nursing Student Handbook, the student must adhere to the guidelines and policies as outlined in the NWCC Bulletin and School of Health Sciences (SHS) Student Handbook.

Policies and Guidelines beyond the Nursing Student Handbook that routinely pertain to nursing students are listed below.

Policy/Guideline/Topic	**Location**
Accreditation	NWCC Bulletin
Affirmative Action and Safety Statement	NWCC Bulletin
Student Issues	SHS Student Handbook
Organizational Chart	SHS Student Handbook
Code of Conduct Policy	SHS Student Handbook
Civility Policy	SHS Student Handbook
Clinical Agency Requirement	SHS Student Handbook
Grade Appeal	SHS Student Handbook
Absence Appeal	SHS Student Handbook
Needle Stick and Body Fluid Exposure Policy	SHS Student Handbook
Pregnancy Release	SHS Student Handbook
Critical Incident Report	SHS Student Handbook
Interim Progress Report	SHS Student Handbook
Incident Report Form for Needle Stick/Body Fluid Exposure	SHS Student Handbook

STUDENT LEARNING OUTCOMES

To ensure 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 (SLOs) for each. These expectations are what the student will know, do, or think at the end of the nursing program. The concepts are measurable, learner-oriented abilities consistent with the standards of contemporary professional practice and are based on the ADN Program mission to provide quality nursing education to prepare students as entry-level nurses to meet the nursing needs of the community.

Progression of ADN Student Learning Outcomes throughout Program				
Nursing Standard Concept	**NUR 1109 Nursing I Course SLOs**	**NUR 1209 Nursing II NUR 1316 LPN-RN Transition Course SLOs**	**NUR 2119 Nursing III Course SLOs**	**End of Program SLOs NUR 2129 Nursing IV Course SLOs**
Patient-centered care	Recognize individual client preferences, values and needs while providing and documenting compassionate, age and culturally appropriate, safe, and effective basic care	Integrate assessment data and client preferences and values to plan compassionate, culturally appropriate, safe, and effective care	Analyze data and client/family preferences and values to create and implement an age and culturally appropriate family-centered plan of care focused on safe, effective care and health promotion	Prioritize holistic care that respects each individual's values, preferences, and needs, recognizing the patient or designee as a full partner in care.
Professionalism	Recognize the responsibility to function within acceptable behavior appropriate to the discipline of nursing to participate in care that improves quality and safety	Demonstrate 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	Demonstrate accountability for the delivery and evaluation of evidence-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles
Communication	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	Implement 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 communication and teaching/learning strategies
Nursing Judgment	Discuss the use of best current evidence when planning client care to foster introductory critical thinking and clinical judgment skills	Demonstrate critical thinking and clinical judgment when identifying client needs and nursing interventions to plan care based on best current evidence	Prioritize client needs and nursing interventions that demonstrate critical thinking and clinical judgment to plan care based on best current evidence	Incorporate the best current evidence to guide effective clinical practice decisions when planning and prioritizing nursing care.
Teamwork and Collaboration	Identify roles of interdisciplinary health 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	Collaborate with the interdisciplinary team to improve client outcomes and adapt care based on own strengths and limitations	Collaborate effectively within the interdisciplinary team, fostering open communication, mutual respect, shared decision-making and delegation to achieve quality client outcomes
Safety	Demonstrate safety practices to minimize risk of harm to the client, self, and others	Demonstrate safety practices to minimize risk of harm to the client, self, and others	Differentiate between individual and system-based safety practices to minimize risk of harm to the client, self, and others	Evaluate individual and system-based safety care practices to minimize risk of harm to client, self, and others

PLANS OF STUDY

The ADN Traditional Plan of Study and the LPN-RN Transition Plan of Study can be found in the NWCC Bulletin.

REQUIREMENTS FOR GRADUATION

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

1. Program plan of study 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

LICENSURE/NCLEX FEES

Item	Amount
Application – Mississippi State Board of Nursing Fees are paid to the Mississippi Board of Nursing online.	**$100.00**
Criminal Background Check Fees are paid to the Mississippi Board of Nursing online.	**$75.00**
NCLEX-RN Registration Fees are paid to Pearson Vue online.	**$200.00**
Transcript Request through Parchment See NWCC website > Admissions > Transcript Request	**$8.00 per copy**

Fees are subject to change.

Students should explore licensure fees in other states if not residing in Mississippi.

STUDENT ASSOCIATIONS/ CLUBS

CLASS OFFICERS

Each class will elect officers at the beginning of the semester for NUR 1109 and NUR 2119. Additional elections will be held to fill office vacancies as needed. Officer positions include president, vice president, secretary, and treasurer. The officers serve as the official representatives of the class and are responsible for presiding over class meetings; participating in the accreditation site visit meeting for students; assisting with preparation and clean-up of the ADN Grad Luncheon each semester (Nursing I, II, and III class officers only); and assisting with organizing community service opportunities under the supervision of the class sponsor. Course faculty members serve as the class sponsors. Collection of money by students is prohibited without approval from the class sponsor and Director. If approved, the class sponsor must supervise the collection, maintain possession of all funds, and oversee their distribution.

NWCC STUDENT NURSE ASSOCIATION

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 advisors 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 course withdrawals failing or course 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 cohort project during the provisional membership period to be eligible for Alpha Delta Nu induction.

FAITH AND FELLOWSHIP

Faith and Fellowship is an optional Christian-based student organization that provides a supportive environment for prayer, worship, and fellowship while encouraging students to grow in their faith and serve others with compassion throughout the nursing program.

POLICIES

NURSING BUILDING AND FACILITY USE

The nursing buildings were built to give the students the best learning experiences available. For the buildings to remain in pristine condition, policies and rules will be enforced. Each student enrolled in the nursing program is held to these standards.

Senatobia Campus: Gary Lee Spears Center for Nursing, established in 2010

Desoto Campus: Ranger Center, established in 2025

STUDENT LOUNGE SPACES

Student lounge spaces are available to students for studying, eating, waiting for checkoffs, and/or visiting.

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 these areas.
2. Be courteous of other students' choices in TV channels.
3. Do not sit on the tables or put your feet on the furniture.
4. Maintain cleanliness of lounge areas.
5. Microwaves and refrigerators may be available for student use. Food in the refrigerator should be labeled with the 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 countertops.
8. Please clean small spills. Notify housekeeping of any large spills.
9. If someone is observed abusing the lounge areas, report this behavior to:
    - Senatobia campus: Nursing office, Ms. Lakeesha Williams (lgrant@northwestms.edu)
    - Southaven campus: Dr. McMullen (cmcmullen@northwestms.edu)

SENATOBIA CAMPUS: LOCKER USAGE

Lockers are available for books and personal items; however, NWCC reserves the right to open lockers at any time and for any reason. The students 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 ADN Program building:

1. Lockers are available on a first come basis. All content within this locker is the student's responsibility.
2. There shall not be any illegal substances, fire hazards, firearms, knives, or other weapons stored in the lockers.
3. All locker doors should always be closed.
4. 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.

CLASSROOM ETIQUETTE

1. Students are permitted to have snacks and bottled water in classroom spaces. Students are expected to clean up their workspace before leaving the classroom for the day. Classroom spaces are open to all students as available.
2. Some classes require the use of manikins (half-torsos) for skills practice and demonstration. Students using these manikins for skills practice must ensure that the manikins are covered appropriately when practice is completed. High school students tour our facilities often, and we do not want to expose them to sensitive areas of the manikins.

NETIQUETTE

Professional communication is essential in nursing. As future healthcare professionals, students are expected to demonstrate respect, professionalism, and integrity in all online interactions. This policy outlines expectations for appropriate behavior in virtual classrooms, emails, discussion boards, and all forms of electronic communication related to the nursing program.

1. Use professional language and tone in all emails, messages, and online discussions.
2. Use professional channels for academic communication (e.g., school email or LMS messaging). Do not text/ instant message a faculty member unless permitted for the sake of absence or tardy notification **during clinical**.
3. Use the subject line to clearly identify the topic (e.g., *Question about Pharmacology Assignment*).
4. Begin emails with a greeting (e.g., Dear Professor Smith or Hello Classmates). All faculty should be addressed as "Mrs., Mr., or Dr. _____". Do not call faculty by last names only. End messages with a signature (e.g., Sincerely, Jane Doe).
5. Use proper spelling, grammar, and punctuation. Avoid slang, emojis, excessive punctuation, or text-style abbreviations (e.g., "u," "lol," "thx"). Avoid using "shouty caps" (EX. IT LOOKS LIKE YOU ARE YELLING).

6. Treat all classmates, faculty, and staff with respect and courtesy-both in disagreement and in discussion. Refrain from personal attacks, sarcasm, or inflammatory comments.
7. Allow **24- 48 business hours** for faculty responses before sending a follow-up email.
8. Do not send social media “friend requests” to faculty until you are no longer in their class. This helps with maintaining professional boundaries of the student/faculty relationship.
9. Failure to abide by these guidelines will result in an interim progress report for being unprofessional.

NURSING LAB USE & EXPECTATIONS

Students enrolled in the ADN Program will use the nursing skills laboratory to learn and practice nursing skills 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 must attend all lab practices at the scheduled time but have the right to choose NOT to practice with fellow students this way. 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. The only invasive skill performed on peers within the lab will be a blood glucose fingerstick, which students will sign a consent form prior to performing. 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 ADN Program faculty. Students are NOT allowed in the nursing skills laboratory outside of posted lab hours unless accompanied by nursing faculty.

LAB HOURS

The lab is open Monday through Friday, 7:30 a.m. - 2:30 p.m. depending on the schedule. The lab will not be available for skills practice the day of scheduled skills check-offs. Students who have class schedules that conflict with lab hours should communicate with 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 help from nursing faculty if no one is 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.
- If a student must perform a final skills check-off, the faculty will schedule an opportunity for up to three supervised practices with the student. Supervised practices must be recorded. Students desiring to forego their supervised practice experience must sign an acknowledgment form stating that an unsuccessful third check-off attempt will result in failure of the nursing course.
- All final check-offs will be recorded to ensure accuracy and validate the successful or unsuccessful performance of that skill.

LAB RULES

1. The dress code should be followed as in the clinical setting including the identification badge visible near the upper right shoulder. (see Dress Code Policy) which will be used to gain access to the lab during posted lab hours.
2. The nursing skills lab is a learning center. Students must always maintain professional behavior while in the nursing lab. Disruptive or disrespectful behavior toward others will not be tolerated and will result in dismissal from the nursing lab and/or other disciplinary action as deemed appropriate.
3. 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 will be dismissed from the nursing lab.
4. The simulation manikins are to be used with respect and treated the same as live clients.
5. No Betadine or ink pens should be used on or near the manikins.
6. Students are expected to use and help maintain the lab equipment correctly. Please seek assistance from the 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.
7. 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.
8. 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.
9. Students must practice only the skills scheduled for that lab day during their scheduled lab times. After the 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.
10. 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, laptops, 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.
11. Needles should not routinely be used, 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.
12. Any injuries in the nursing lab should be reported to the Lab Coordinator and/or other nursing faculty immediately so that appropriate action may be taken.

13. 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.
14. 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 lowest position, the top 2 side rails should be raised, the head of the bed should be at 15-30 degrees (or flat if the bed is empty), and the over-bed table should be wiped clean and placed at the foot of the bed.

Audio Visual Viewing

1. 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®.
2. 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.
3. Be aware 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.

SIMULATION GUIDELINES AND EXPECTATIONS

1. The dress code should be followed as in the clinical setting, including the identification badge being visible near the right shoulder. (see Dress Code Policy)
2. Students may be recorded during simulations. Each student must sign a confidentiality agreement and a video and photo release form before participating in simulations.
3. Be punctual. Students must contact the simulation instructor via email if he/she is absent or tardy.
4. Be prepared. Students must have the necessary equipment: a stethoscope, pen light, and prep work completed and ready to turn in.
5. Absences will count toward a clinical absence. Rescheduling will occur at the discretion of the simulation instructor and course faculty.
6. No cell phones are allowed in clinical simulation.
7. No gum chewing during the 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:
    a. Introduce yourself to the patient.
    b. Identify the patient appropriately.
    c. Proper hand hygiene/standard precautions.
    d. Demonstrate assessment skills.
    e. Active participation in scenarios and debriefing.
    f. Communicate with the patient, family, team, and faculty.
    g. Utilize the rights of medication administration.

CLINICAL REQUIREMENTS

In addition to the *Clinical Agency Requirement Policy* as outlined in the SHS Student Handbook, the following is required of the ADN Program:

Documents required by clinical facilities such 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 which there is a vaccine contraindication as outlined by the CDC (Centers for Disease Control) and the Mississippi State Department of Health. Waiver requests must be approved by the Program Director in the FIRST WEEK of the semester and if necessary, approved by the Employee Health department 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.

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. All incoming Nursing I students must submit documentation of Covid-19 vaccination or the Covid-19 Medical Exemption Request Form (found in Forms section). Refer to the Clinical Agency Requirement Statement in the SHS Student Handbook for further details.

- Acceptable NWCC Criminal History Record Check letter from the program Director (Fingerprinting is scheduled by the Nursing program.)
- Acceptable Drug Screen (Drug screens are scheduled by the Nursing program.).
    - Must include a completed Urine Preliminary Drug Screen Result Form
    - If non-negative is detected in the preliminary drug screen, it must have Medical Review Officer (MRO) results.
    - 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.
- Current CPR Certification
    - American Heart Association Basic Life Support (BLS) Provider
    - Online courses without a return demonstration are NOT acceptable.
    - Card/eCard must be current.

- Physical Exam:
    - Must be completed within the past 12 months on NWCC form.
    - Health care provider must print name, sign form, and CIRCLE section of capability of providing safe care. Documentation on the Health Form must have same dates on front and the back of the form.
    - 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?"
    - Expires every two (2) years
- Tuberculosis screening
    - Proof of either IGRA (Interferon Gamma Release Assay) test showing positive or negative for TB **OR**
    - 2-step negative TB skin test/PPD skin test with documentation (Use the TB Forms found on the NWCC website) **OR**
    - Negative blood test result within the past 12 months.
    - If the IGRA or Step 1 or Step 2 comes back positive, must show proof of positive test AND have chest x-ray to prove there is no evidence of active TB AND complete the 'absence of TB symptoms' (found on the NWCC website).
- Hepatitis B (3 dose series)
    - Proof of quantitative titer proving immunity OR
    - Proof of the first TWO (2) doses of Hepatitis B vaccines is required before entering the program
    - The 3rd dose must be completed prior to the 2nd semester of RN program
    - Exception: Heplisav-B is a two-dose series that can be completed in 4 weeks.
    - Must be on Form 121
- MMR-Measles, Mumps & Rubella
    - Proof of positive antibody titers for each (measles, mumps, and rubella) with quantitative, numerical results IgG test OR
    - Proof of 2 immunizations (MMR)
    - Must be on Form 121
- Varicella (chicken pox)
    - Proof of positive antibody titer with quantitative numerical results IgG test OR
    - Proof of 2 immunizations (Varicella)
    - Must be on Form 121

- TDAP
    - Proof of TDAP within 10 years
    - Must be on Form 121
- Seasonal flu vaccine.
    - Must be for the current influenza season dated between October 1 and April 30.
    - 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 a mask during clinical).

In addition, the student must have completed general hospital orientation and site-specific orientation as per clinical agency requirements (annually). If the student does not complete these requirements by the deadline, they will be dismissed from clinical.

The series of two (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 healthcare provider before patient care activities. Refer to the SHS Handbook.

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. Refer to the Pregnancy Policy in the SHS Handbook. 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 will result in a Critical Incident Report and may result in course withdrawal with a grade of “W”.

TEXTBOOKS AND LEARNING RESOURCES

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.

USE OF ARTIFICIAL INTELLIGENCE (AI)

To protect academic integrity and help students build strong clinical reasoning skills, AI tools (such as ChatGPT, Claude, Grammarly, image generators, nursing AI apps, etc.) may NOT be used to write or help complete work for any assignments, exams, clinical work, or class activities **unless** the instructor provides written permission **in the assignment instructions**. Using AI without permission is academic misconduct and will result in a grade of 0 for the assignment. Students are permitted to use AI for minimal editing purposes (spelling and punctuation errors).

ATTENDANCE POLICY: CLASSROOM ACTIVITIES

The ADN Program will adhere to the SHS Attendance Policy. A tardy is defined as being 1-10 minutes late. A classroom absence is defined as being more than 10 minutes late. Three tardies equal one absence. 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". Appeal of the "W" grade may be made following the procedure as outlined in the NWCC Bulletin.

1. Attendance will be taken at the beginning of all classroom sessions and the door to the classroom will be locked. Any student arriving late will be considered tardy and may enter the classroom within 10 minutes of the start time by an instructor. Any student arriving over 10 minutes after class will be considered absent and not allowed to enter the classroom until break.

2. 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 and will result in a critical incident.

3. 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.

4. 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 into the nursing building or on property occupied by the nursing building, which includes the parking area.

5. 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 absences.

6. During class time, students are expected to remain in class until designated breaks or dismissal. If an emergency arises, the student should notify the instructor prior to class start or during the next available break. Missing greater than 10 minutes during any part of class time constitutes an absence.

ATTENDANCE POLICY: CLINICAL/LAB/SIMULATION ACTIVITIES

1. Attendance is required. Any missed clinical time will require clinical make-up time. More than one clinical absence will constitute a course withdrawal regardless of clinical or course grade. If a student wishes to appeal their withdrawal due to excessive absences, refer to the Absence Appeal Policy in the SHS Student Handbook.

2. A clinical/ lab/ simulation tardy is defined as being 1-30 minutes late. A clinical/ lab/ simulation absence is defined as being more than 30 minutes late. Three tardies equal one absence. 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". Appeal of the "W" grade may be made following the procedure as outlined in the NWCC Bulletin.

3. It is the student's responsibility to notify the appropriate faculty clinical instructor if he/she will be tardy or absent from the clinical/lab/simulation area prior to the start of the clinical/ lab/ simulation experience. Failure to do so will result in a critical incident in lab or simulation areas and an unsatisfactory rating on the clinical evaluation tool if the incident occurs during clinical.

4. 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.

5. 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.

6. If a student is ill and must miss +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.

GRADING POLICY

Each student is responsible for knowing the grading policy of the ADN Program. 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

1. 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.

2. A single course grade is issued and reported as a letter grade. If a student fails either theory or clinical/lab, a failing grade will be recorded for the course.

3. Grading procedures for each nursing course are outlined in the course syllabus.

RETENTION/WITHDRAWAL POLICY

1. A grade of "C" or better must be obtained in ALL required nursing and non-nursing courses. It is the nursing student's responsibility to enroll in required courses, designated course pre-requisites, and to make up any coursework in which there are deficiencies. Faculty are 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 require the student to reapply as a new program applicant. All nursing courses must be taken in sequence.

3. The student is allowed one (1) withdrawal during the nursing program. A second withdrawal will result in dismissal from the program. An exception to the second withdrawal policy may be granted by the program director and SHS Dean if the second withdrawal occurs due to a family or medical crisis, but only if the student is passing the nursing course at the time of the withdrawal. In the event of a public health crisis only, the program will consider granting a second withdrawal exception.

4. A student may not enroll in any course more than twice.

5. If a student has two (2) NUR failures (excluding NUR 2313 Transition to Professional Practice, NUR 2123 Pharmacology I, NUR 2133 Pharmacology II, and NUR 2323 Nurse Externship) the student will be dismissed from the program. The student may reapply for admission in one (1) year from the date of the last nursing course taken.

6. If a student withdraws more than once (excluding 2313 Transition to Professional Practice, NUR 2123 Pharmacology I, NUR 2133 Pharmacology II, and NUR 2323 Nurse Externship) without exception, as described in # 3, the student will be dismissed from the program. The student may reapply for admission in one (1) year from the date of the last nursing course taken.

7. Failure to meet minimum check-off expectations in the lab or failure of the required pharmacology test will result in failure of the course. Failure to complete clinical health requirements by the deadline will result in withdrawal from the course.

8. If a student sits for a final examination, the student will incur the course grade and will not have the option of a withdrawal.

9. If it becomes necessary for a nursing student to withdraw, the procedure below should be:

a. Discuss with the faculty advisor, clinical instructor, or course coordinator before making the final decision. It is suggested that the student discuss their situation with Financial Aid, the Business office, and Housing if they reside in the dormitory before withdrawing. Financial consequences and/or requirements to move from the dormitory can occur if the student withdraws. Therefore, it is the student's responsibility to discuss the issue with the appropriate offices.
b. Follow the withdrawal procedure according to the NWCC Bulletin.
~~c.~~ Log into the myNWCC account and submit the online Complete Withdrawal Form if withdrawing from the college completely.
d. Complete an Exit Interview Form with the course coordinator, which will be forwarded to the Program Director.

10. If the correct procedure is not completed at the time of withdrawal, the student's name will be removed from the class rosters. Consequently, the student will be considered absent, and a grade of "W" will be incurred in each course when the maximum number of absences is reached.

11. 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. Course faculty will register the student in the appropriate nursing course.

12. Readmission to the course is based on the numerical grade average at the time of withdrawal or completion of the course, clinical performance, and disciplinary actions (if any incurred).

13. Any dismissed or withdrawn student will not receive 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 Nursing I 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 October 1. Student choosing to repeat NUR 1316 should notify the LPN-RN Course Coordinator by March 1.

NURSING LEGALITIES AND 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 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. Effective July 1st, 2026, the MS Department of Health (MSDH) Background Check Unit will review all healthcare rap sheets and make final employment eligibility determinations. If the applicant has a disqualifying event, the rap sheet will be mailed directly to the applicant along with instructions on the appeal process. The applicant will have 15 days from the date they receive their rap sheet to appeal and submit relevant court documentation to the MSDH Background Check Unit.

A background check will be conducted as part of the admission process and will be paid for by the student. The first background check is acceptable for 12 months at which time it will be repeated. The second background check will be paid for by the Associate Degree Nursing Program. The student will pay for any additional background checks needed. If it is determined at any time that a student has a disqualifying event and is ineligible to go to a clinical setting utilized by the NWCC Associate Degree Nursing Program, 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 initiated while enrolled in the program. All licenses will be checked through Nursys®. Disciplinary actions by the Board of Nursing are grounds for program dismissal with a "W" grade.

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 exam, clinical, laboratory, and simulation activities. NUR 1109 and NUR 1316 students will be allowed to wear a solid color uniform until the approved Northwest uniform is obtained as instructed by course faculty. Judgments regarding appropriateness of uniform, student appearance, or hygiene will be at the discretion of the nursing faculty involved. Because students have various healthcare experiences, each instructor will inform students of specific policies for each 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 the 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 (no eyelash strips, bonded eyelashes, etc.).

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 ¼ 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 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 all students.) For men, facial hair should be clean shaven and/or neatly trimmed. No hair bonnets, hats, head gear, or hair styling appliances (hair pick, hair rollers, etc.) may be worn while in the nursing building or while representing the nursing program. Students must adhere to the clinical agency's policy regarding religious headgear. Religious headgear must be a solid color and must be clean and not interfere with patient care.

6. The student lab coat must be solid white, have long or ¾ 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 the 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 rubber-soled and made of a solid material. Shoes with mesh or airholes are not permitted. Shoes must be clean and in good repair. Boots are not allowed.
    a. Incoming Nursing I class Fall 2026: Shoes must be solid white or grey with solid toes and backs. You will follow this guideline through the remainder of the program.
    b. Incoming Nursing II-IV class Fall 2026: Shoes must be solid white, black, or grey with solid toes and backs.

8. No jewelry is allowed other than a wedding band and a watch with a second hand. Students will be asked to remove all other jewelry including earrings and necklaces. No bars, studs, or gauges in 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 must be visible near the right shoulder. 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 or sent home from the clinical or lab setting and counted absent for the day (based on severity). Students who are not compliant with the dress code during exam days not be permitted to take the exam until they are in full dress code.

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

CLASSROOM DRESS

To prepare students for the workplace, all students are expected to dress in a professional manner and be well groomed. Students are permitted to wear the following options to class:

- Solid colored scrubs (no patterns)
- Grey NWCC Uniform
- Navy/Red NWCC Uniform
- NW t-shirts (any kind) with scrub pants

Students who are not in this dress code are not permitted to attend class and will incur an absence if not in dress code within 10 minutes of class start time. See NWCC Bulletin for more specific guidelines.

PURCHASE OF UNIFORMS

Students will be notified when the uniform company is available for orders in the ADN Program. Arrangement for payment through the NWCC Bookstore will be offered to students that have been awarded financial aid. Shoes, stethoscopes, and other equipment used in clinical will be available at that time. Students are notified of the estimated cost of attendance upon acceptance to the program.

TESTING POLICY

1. A student absent on the day of a scheduled exam must notify one of the faculty in that course by the end of the exam period. Otherwise, a critical incident will be incurred.

2. Students will not take make-up unit exams. If a student must miss a unit exam for medical or emergency reasons, documentation should be provided to the course coordinator within 24 hours of the missed exam start time to prove the necessity to miss the exam. If appropriate documentation is submitted, the final exam grade will count in place of the missed unit exam grade. If a second unit exam is missed, documentation related to missing the exam must be approved by the program director. Any exam missed without approved documentation regarding the medical or emergency reason will result in a grade of zero for the exam. If a student is tardy to an exam, they will be allowed to take it but not extra time to complete it.

3. If the student starts an exam and does not finish due to illness or other emergencies, the final exam grade will count for the score on the incomplete exam.

4. The student should bring their school ID to the exam. Other items are not allowed in the testing area. Cellular phones or any electronic device, including but not limited to smartwatches, are not allowed. Scratch paper, calculators, and pencils will be provided by the instructor. These items must be returned to the faculty proctor upon completion of the exam. No portion of the scratch paper may be missing.

5. Students must be in clinical attire for the exam (uniform, shoes, and long-sleeve undershirt, if needed). No lab coats or other coats are permitted in the testing room. Students will not be permitted to sit for the exam until they are in full dress code. Any exam time lost will not be given back to the student. Ex. If a student arrives out of dress code and spends 15 minutes getting into dress code, the student will only be permitted 45 minutes to complete the exam. Students who are not compliant with the dress code by the end of the exam will incur an absence and a grade of “0” for the exam. The absence will be considered “unexcused” and the final exam grade will not replace the “0” incurred.

6. Cameras are present in all testing rooms. Students will be recorded during the entire exam session. Faculty reserve the right to view camera footage if suspicious behavior is observed during the exam.

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

8. All classes will have 60 minutes to complete unit exams and 120 minutes 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 a designated location. The student should notify the Student Disability Coordinator if the environment is not reasonably quiet and non-distracting.

9. During nursing exams, no questions should be asked aloud 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 ask questions about exam content. Examples of appropriate questions include: log-off issues, requesting a new pencil or scratch paper, etc.). Students may not walk around during exams.

10. 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.

11. 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.

12. Individual exam review is not allowed in the nursing theory courses.

13. After the student has completed the exam, the student 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, 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.

14. Students should schedule a time to meet with course faculty and/or the Student Navigator scoring < 78% on unit exams to review amount of time spent in exam preparation, study habits, resources utilized, and factors that may have interfered with success and the student's plan for improvement.

15. Each nursing course (except for NUR 2313 and any nursing elective) will have a comprehensive final examination.

16. The final exam is mandatory for all nursing courses. If extenuating circumstances cause the student to be absent the day of the final exam, documentation for a medical or emergency reason must be provided and a grade of incomplete (I) will be recorded. Students 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 scheduled with the course coordinator. These exams may be proctored by any faculty member or the program director and can include alternate format questions such as fill in the blank, discussion questions, multiple choice, or other type question formats.

17. 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 as outlined on the test query form 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. If a student needs to take a Student Test Item Query Form from the testing room, it must be blank. The student may fill it out after leaving the room. Faculty will review all queries submitted within the 1-hour timeframe and make a decision.

18. 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.

19. Students should not share knowledge of **any** previously taken nursing test with other students. Students will not attempt to access the exam outside of the scheduled test time. Doing either of these will result in a critical incident for violating the Honor Code.

DRUG AND ALCOHOL POLICY

In addition to the *Drug and Alcohol Policy* as outlined in the SHS Student Handbook, the following is required of the ADN Program.

It is the intent of the ADN Program and NWCC 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 ADN Program 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 ADN Program may require random drug screening or testing for reasonable suspicion of impairment. If a student fails to provide a satisfactory urine specimen within 2 hours from the start of the screening period, a hair specimen will be obtained at the designated drug screening facility by the end of the next business day at the student's expense. Any urine drug screens resulting as "dilute specimen" or "test cancelled" will also require a hair test at the designated drug screening facility by the end of the next business day following the result, at the student's expense. Any refusal to test or failure to produce the requested sample by the date/time designated will be treated as if the test is 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.
7. 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 by reliable and credible sources which has been independently corroborated.
    g. Accidents reported as being caused by or contributed to 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.

Initial urine 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.

The Medical Review Officer (MRO) at the testing facility will be consulted if drug testing is not negative for illicit drugs or controlled medications at the initial testing site. The MRO will call the phone number provided to the testing facility by the student, and the student should expect a call from the MRO requesting information about medications. After the MRO determines the results, the ADN Program Director will determine disposition. If the student declines to discuss the test result with the MRO or fails to contact the MRO within three (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 “dilute”, “positive” or “test cancelled”.

The student will be dismissed immediately from the program:

- for any drug screening that is positive while the student is enrolled in the SHS program.
- for impairment while in the classroom/ simulation/ lab/ clinical areas while using authorized (prescribed) medications.
- refusal to comply with the requested screening within the designated time frame.

The student will be withdrawn in accordance with NWCC policy and will receive a “W” grade on the transcript for the nursing course. The student will be given an opportunity to meet with the ADN Program Director and the SHS Dean.

The student may reapply, one year from dismissal, to be considered for probationary readmission (ONE time only) following completion of a chemical dependency program approved by the SHS Program at the student’s expense. If probationary readmittance is granted, random drug screening will be required at the student’s expense, and monthly counseling with a NWCC counselor will be required for the duration of the course of study.

If a student has a second positive drug screen while enrolled in any nursing or SHS Program, the student will be required to withdraw from the program, will not be eligible for counseling/rehabilitation, and will be ineligible for future admissions to any nursing or SHS Program at NWCC.

SOCIAL MEDIA/PRIVACY POLICY

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. 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." Failure to abide by the Social Media/Privacy 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. 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 Associate Degree Nursing Program courses:

1. Phone calls, social networking, and content creation 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. A mobile device may be used for this research only and then turned off. Phone use of any kind is not allowed in patient-care areas.

2. Social networking which involves the student's personal business on his or her own time cannot be restricted by the Associate Degree Nursing Program. Do not make social media posts of yourself practicing or performing skills in classrooms, lab spaces, or simulation spaces on campus or in uniform. Please be advised that employers may view your social media account(s) prior to hire. Do not post anything that you would not want your employer or faculty members to see.

3. 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 disciplinary action ranging from a critical incident to dismissal from the program, based on severity.

4. Do not post pictures, videos, or information regarding faculty or other students without the permission of the faculty or fellow student. At no time should patients be videoed or photographed without written permission of the patient, facility, and nursing program Director.

5. Do not post any information regarding patients or clinical facilities.

6. The information provided to students online (lectures, case studies, quizzes, tests, etc.) is the property of NWCC and the faculty developer. Students are not allowed to take pictures of screens or share content with another student or the public.

7. A breach of a patient's privacy in any manner is a violation of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 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.

FORMS

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCE STUDENT HEALTH RECORD

Student Name: _____ Sex: _____ DOB: _____

Last 4 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 health science 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 health science program. I understand that I may be exposed to patient's bodily fluids and other hazardous materials in the clinical setting. I can tolerate physically taxing workloads and function effectively under stress. 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, and 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 the 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_____

ENDOCRINE _____

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:

_____

_____

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

Student Name: _____ Sex: _____ DOB: _____

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

Visual acuity (with corrective lenses if necessary) to identify cyanosis, absence of respiratory movement in clients, read very fine, small print on medications, 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 alerts 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 clients/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 clients, 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 client conditions, and implementing health teaching. Write legibly and correctly in client's chart for legal documentation.
Comments: _____

Manual dexterity to use sterile technique to insert catheters, withdraw blood, and prepare medications (all routes). 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:

Revised 10/2023

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 CPR 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: _____

[1]Written notification includes electronic notification but excludes oral notification.

[2] See 28 CFR S0.12(b}.

'See 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
SCHOOL OF HEALTH SCIENCES

FLU VACCINE DOCUMENTATION

Date & Time of Vaccination: _____

Name of Student Receiving Vaccine: _____

Name of Flu Vaccine: _____

Expiration Date: _____

Lot Number of Vaccine: _____

Site of Injection: _____

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: _____

Revised: 9.2021

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 Program 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 Associate Degree Nursing Program 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 viruses 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 for 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.

<u>Exemption Request</u>

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:

_____

INFLUENZA VACCINATION ACKNOWLEDGEMENT AND EXEMPTION FORM REQUEST

Signature _____

Printed Name _____ Date _____

Results of Exemption Request/Director Comments:

_____

Director Signature_____ **Date**_____

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

COVID-19 VACCINATION MEDICAL EXEMPTION REQUEST

*Religious exemptions are not accepted due to clinical site requirements.

Student Name: _____ ID Number: _____

Email Address: _____ Phone Number: _____

Medical Exemption: (Completed by a licensed healthcare provider)

Provider's Name: _____ License Number: _____

Clinic Name: _____

Clinic Address: _____

Phone Number: _____

Medical Basis for Exemption:

Please indicate the specific contraindication(s) or medical condition(s) that preclude COVID-19 vaccination:

- ☐ ADA Disability or Medical Condition
- ☐ Allergic reaction to Covid-19 vaccination
- ☐ Not medically necessary at present
- ☐ Other:_____

_____

Expected Duration of Exemption:

☐ Temporary: expires 2 years from document date

☐ Permanent

Provider Signature: _____ Date: _____

I verify that the information I am submitting to substantiate my request for my exemption is true and accurate to the best of my knowledge. I understand that any falsified information will lead to program dismissal. I further understand that clinical facilities are not required to provide this exemption accommodation if doing so would pose a direct threat to others in the facility that cannot be reasonably accommodated without creating undue hardship.

Student Signature: _____ Date: _____

NORTHWEST
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SCHOOL OF HEALTH SCIENCES

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 the TB Skin Test, complete the 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: _____

Signature: _____

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NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

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 the 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: _____

Signature: _____

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STUDENT TEST ITEM QUERY FORM

Name: _____

Class: _____

Exam # _____ 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.

ADN NURSING SKILLS PRACTICE ACKNOWLEDGMENT FORM

(For Students Electing to Forego Supervised Practice Prior to Final Check-Off).

Student Name: _____ ID#: _____

Course: _____ Skill/Procedure: _____

Purpose

This form documents that the student has chosen not to participate in a scheduled or available supervised skills practice session prior to their final skills check-off. Skills check-offs are high-stakes evaluations designed to assess clinical competence and safety.

Student Acknowledgment

- Opportunity for Practice: I was given the opportunity to participate in a supervised skills practice session for the above-listed skill but have chosen to decline or not attend.
- High-Stakes Assessment: I understand that skills check-offs are high-stakes evaluations. My performance during check-off must demonstrate safe and competent nursing practice.
- Attempt Policy: I understand that the nursing program allows a maximum of three (3) attempts to successfully demonstrate a new skill, and two (2) attempts for previously learned skills. Failure on the final check-off attempt will result in course failure.
- Responsibility for Preparation: I acknowledge that it is my responsibility to adequately prepare for the skills check-off, including reviewing procedures, practicing independently, and seeking clarification as needed.
- No Additional Practice Promised: I understand that declining supervised practice does not guarantee additional opportunities for practice or individualized instruction before my check-off.

Voluntary Decision: I confirm that this decision is voluntary and made without coercion.

Student Signature: _____ Date: _____

Faculty Witness: _____ Date: _____

STUDENT HANDBOOK/AUDIO RECORDING ACKNOWLEDGEMENT FORM

The administration of the NWCC Associate Degree Nursing (ADN) Program 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 ADN Program as outlined in the current NWCC Bulletin, Nursing Student Handbook, and course syllabus/outline for each nursing course. The NWCC ADN Program 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 ADN Program and nursing skills laboratory policies and release Northwest Mississippi Community College, the ADN Program, and the nursing faculty from all liability related to the loss or damage of personal property and any injury incurred in the nursing skills laboratory.

I authorize the ADN Program'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 ADN Program 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 ADN Program. By signing below, I agree to comply with all requirements outlined in this handbook and release NWCC, the ADN Program and contracted clinical agencies from any liability.

Students have the right to audio record class lectures, with instructor consent, for their personal study only. Audio recordings for this purpose may not be shared with others without the instructor's consent. 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 ADN Nursing Student Handbook. I understand violation of this policy will result in disciplinary action by the ADN Program or the college.

Student Signature: _____ Student ID: _____

Date: _____ Semester: _____