

Snead State
Community College
Health Sciences Department

Registered Nursing
Practical Nursing



Nursing Student Handbook
Academic Year 2026-2027

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INTRODUCTION

Welcome to Snead State Community College! You join a very select group of students who have attended Snead State's nursing program since 2004. Snead State Community College has a history rich in tradition, and is the oldest College in the Alabama College System to award associate degrees. We strive to promote academic excellence and are here to facilitate your learning and to provide you with the opportunity to grow as a person, as a citizen, and as a health care worker.

Snead State values every student who attends the College and respects all student's rights and privileges. This **Student Handbook** has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as a nursing student. Unless otherwise designated in a nursing course syllabus, these policies apply to each nursing course in which you enroll. If, for any reason, routine progression through the program is interrupted, policies in the **Student Handbook** and **College Catalog** at the time of readmission will apply. Any revisions or addendums to this handbook will be provided in writing to each student and will become effective at the time specified on the written notification.

Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. Through evaluations and surveys, students have the opportunity to offer valuable input about our nursing program. We are committed to your success. Welcome to Snead State Community College!

Program Information

Accreditation

The Associate Degree Nursing Program at Snead State Community College at the Boaz campus, located in Boaz, Alabama is accredited by the: The Accreditation Commission for Education in Nursing, Inc. (ACEN) - 3390 Peachtree Road NE – Suite 1400, Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Snead State Associate Degree Nursing Program is Continuing Accreditation. The Associate Degree Nursing and Practical Nursing programs are approved by the Alabama Board of Nursing - P.O. Box 303900, Montgomery, Alabama 36130-3900, (334) 293-5200.

Nursing Department Contact Information

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Faculty & Staff Contact Information

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Alabama Community College System

Nursing Program Philosophy, Mission and Conceptual Framework

MISSION

The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

PHILOSOPHY

We believe that nursing is a dynamic profession, blending science with the use of evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

COMPETENCIES/LEARNING OUTCOMES

NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

Human Flourishing- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

Patient-Centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN def)

Nursing Judgment- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)

Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)

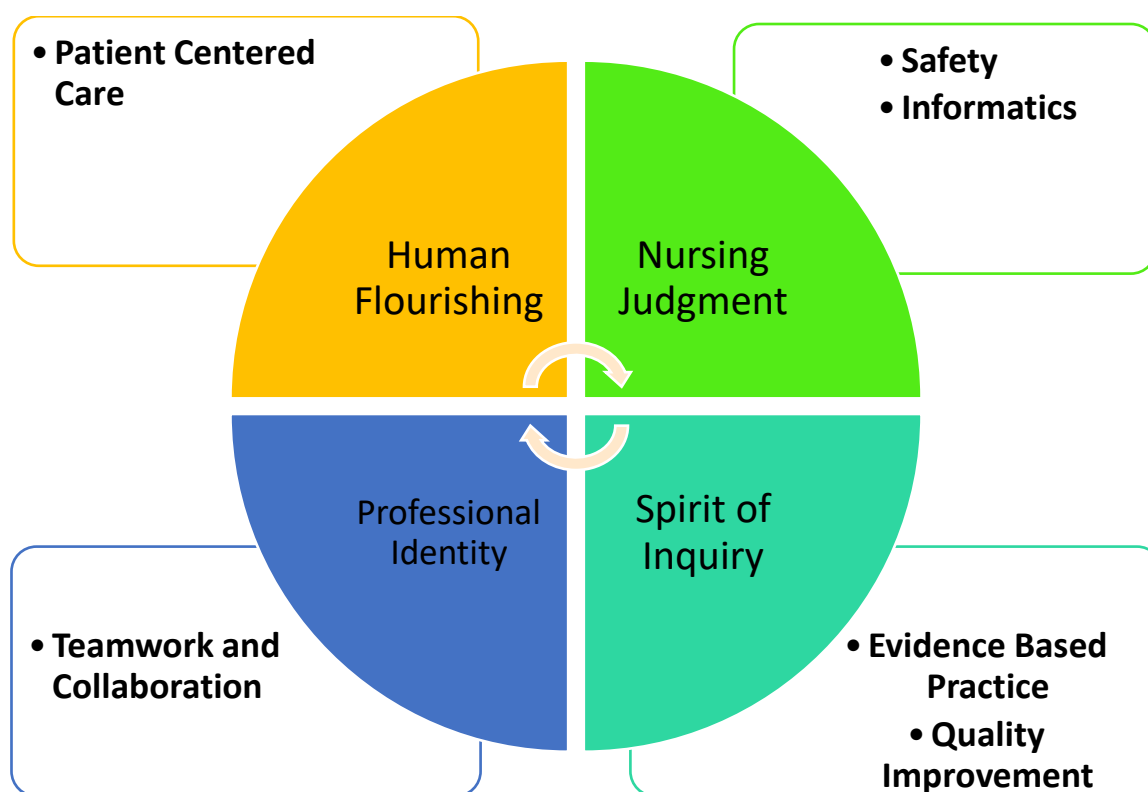
Professional Identity- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

Spirit of Inquiry- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)



The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate in Applied Science Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care to in an ever-changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

The Alabama College System - Nursing Program Outcomes

1. **Performance on Licensure Exam** – The most recent licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
2. **Program Completion** – At least 35% of the students admitted will graduate within 100% of the time of the stated program length beginning with the first required nursing course as delineated below:
 - Practical Nursing Certificate – Three semesters
 - Associate in Applied Science Registered Nursing Degree – Five semesters
 - LPN to RN Mobility Option – Three semesters
3. **Program Satisfaction**
 - At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.
 - At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.
4. **Job Placement** – At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

Admission and Progression Requirements

The Snead State Community College Nursing Faculty believe that we have the responsibility for contributing to Snead State's mission and instructional goals. The mission of the Snead State Community College Nursing faculty is to provide quality nursing education for Practical Nursing and Registered Nursing students who desire a career in nursing.

Practical Nursing (LPN)

The Practical Nursing Program is a three-semester program whose mission is preparing nursing (LPNs) to meet basic health care needs of the community in structured settings of acute and long-term care where policies and procedures are specified and carried out under the direction of a licensed professional nurse or other licensed healthcare provider. The program is committed to the development of the individual's ability to think critically, communicate effectively, and utilize the nursing process in the delivery of health care. The program provides a curriculum that develops knowledge, skills, and attitudes necessary for a successful career within the nursing profession. The nursing courses include classroom instruction, campus laboratory, and clinical experiences in varied health care facilities. Graduates are prepared to fulfill entry-level positions as staff nurses and may be employed in a variety of settings such as hospitals, clinics, physicians' offices, rehabilitative and extended care facilities and outpatient clinics. (Fall Admission)

Associate in Applied Science Degree Nursing (ADN) - Traditional option

The Associate in Applied Science Degree in Nursing program is a five-semester program. The ADN curriculum includes content that allows students to attain knowledge and understanding of the prevention of illness; maintenance, promotion and restoration of health; safe and effective care environment; and psychological integrity of individuals across the life span. Critical thinking, nursing process, communication, safety, client education, ethical-legal issues, health-illness, growth and development, current trends in health care, and pharmacology are core themes used to develop content within the curriculum. The ADN curriculum incorporates general education courses along with the nursing courses. The nursing courses include classroom instruction, campus laboratory, and clinical experiences in varied health care facilities. (Fall Admission)

Minimum admission standards for the Associate in Applied Science Degree Nursing and Practical Nursing Programs include

- Unconditional admission to Snead State Community College with clear academic standing
- ACT composite score with Science section
- Minimum GPA of 2.5 (calculated based on grades earned in Pre-Nursing core courses)
- Minimum of 2.5 cumulative high school GPA for students without prior college work (GED acceptable)
- Eligibility for ENG 101 and MTH 100 (College Algebra) as determined by College policy
- Ability to meet essential functions/technical standards required for nursing

LPN to RN Mobility Option

The LPN to RN Mobility Option provides opportunity for the LPN to obtain an Associate in Applied Science in Registered Nursing Degree. This program allows qualified LPNs to enter the fourth semester of the ADN curriculum upon successful completion of *NUR 209 - Concepts for Healthcare Transition* and complete the program in three semesters. (Spring Admission)

Minimum admission standards for the LPN to RN Mobility Option include

- Unconditional admission to Snead State Community College with clear academic standing
- ACT composite score with Science section
- Minimum GPA of 2.5 (calculated based on grades earned in Pre-Nursing core courses)
- Minimum of 2.5 cumulative high school GPA for students without prior college work (GED acceptable)
- Completion of ENG 101, MTH 100 (College Algebra or higher), BIO 201, BIO 202, SPH 106 or 107 and PSY 210 with a grade of "C" or higher
- Unencumbered Alabama LPN license
- Ability to meet essential functions/technical standards required for nursing

Students seeking admission to the Practical Nursing or Registered Nursing programs must satisfy certain requirements beyond those imposed on students seeking admission to other SSCC programs. These requirements differ so that students have an adequate academic background that will give the greatest opportunity for success in a complex curriculum that progresses in a sequential order. Admission to the College does not guarantee admission to the nursing program. Students are selected for admission into the Practical Nursing and Registered Nursing programs based on academic performance and the number of slots available. Meeting minimum requirements does not guarantee acceptance into the program. Since class size is limited, students with the strongest academic record will be selected.

Progression

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

1. Achieve a grade of C or better in all required general education and nursing courses.
Grading scale for nursing courses
A = 90-100%
B = 80-89%
C = 75-79%
D = 60-74%
F = 59% and below
2. Be accepted by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain program health requirements.

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Definitions

Reinstatement: Students who have a withdrawal or failure in a nursing course (NUR 113 – NUR 221) and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

Process for Reinstatement

1. Students should first schedule an appointment with the Director of Health Sciences to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Snead State transcript by published deadline. Reinstatement application should be received by the appropriate date based on the following deadlines: **Fall - June 1 at 4 p.m.; Spring - October 1 at 4 p.m.; and Summer - February 1 at 4 p.m.**
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadline.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program.
6. Students must successfully complete the program within 150% of the time of the stated program length beginning with the first nursing course as delineated below:
 - Practical Nursing Certificate – Three semesters
 - Associate in Applied Science Degree Nursing Traditional Option – Five semesters
 - LPN to RN Mobility Option – Three semesters

7. Dosage Calculation Exam – Students are required to pass a Dosage Calculation Exam prior to reinstatement to the nursing program. Students will be allowed two attempts to score 90% or above. Failure to achieve a grade of 90% or higher will result in lack of progression in the nursing program.

Graduation

To receive a Practical Nursing certificate or an Associate in Applied Science Degree in Nursing, a student must

- a) File an application for graduation with the Office of Student Services
- b) Clear all obligations with the College
- c) Complete the 45 credit hours required for the PN curriculum or 66 credit hours required for the ADN curriculum

Licensure

Completion of the Practical Nursing Program leads to the awarding of the Practical Nursing Certificate. Upon graduation from the Snead State Practical Nursing Program, an individual will be eligible to apply to write the National Council Licensure Examination (NCLEX-PN) and apply to a state board of nursing for licensure as a practical nurse. Completion of the Registered Nursing Program leads to the awarding of the Associate in Applied Science degree. Upon graduation from the Registered Nursing Program, an individual will be eligible to apply to write the National Council Licensure Examination (NCLEX-RN) and apply to a state board of nursing for licensure as a registered nurse. However, graduation does not guarantee eligibility to write the examination. The Alabama Board of Nursing shall determine the applicant's eligibility to take the licensing examination. Passing the Criminal Background check and admission to the nursing program does not ensure the ability to take a licensure exam. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

Legal requirements for licensure in Alabama may be found in the Alabama Administrative Code, 610-X-4. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the Alabama Board of Nursing, State of Alabama, Montgomery, Alabama, 36130. For more information, visit the ABN website at <https://www.abn.alabama.gov/licensing/>.

The nursing student shall comply with legal, moral and legislative standards, in accordance with the Alabama Board of Nursing Administrative Code: <https://admincode.legislature.state.al.us/api/chapter/610-X-4>.

NCLEX Examination Policy and Procedure

The National Council Licensure Examinations (NCLEX-PN/NCLEX-RN) are administered by NCS Pearson, Inc. for the National Council. Testing occurs year-round via computerized adaptive testing (CAT) in all states and U.S. territories. Official transcripts with evidence of the completion of the program of study must be submitted by the school to the Alabama Board of Nursing (ABN) within thirty days of graduation. The Board of Nursing must review applications and authorize candidacy before the graduate can schedule to sit for the NCLEX. Applications to sit for the NCLEX may be denied by the ABON based on this review. Therefore, successful completion of the ADN curriculum does not guarantee eligibility to sit for the NCLEX for licensure. A live NCLEX review session is provided on campus prior to graduation. Students are required to attend the live NCLEX review course.

Students are expected to make application for licensure with the Alabama Board of Nursing and with the National Council of State Boards of Nursing to take the NCLEX examination upon completion of the last semester of the program of study. Nursing faculty and staff will provide the necessary forms and/or assist all students with the application process. Graduates from SSCC are expected to sit for the NCLEX examination within two months of program completion. Graduates who fail to take the exam within the two-month completion period are encouraged to refresh their knowledge base.

Application for Licensure for NCLEX

Legal requirements for licensure in the State of Alabama are listed in the Alabama Board of Nursing Administrative Code: <https://admincode.legislature.state.al.us/api/chapter/610-X-4>.

ABN Regulatory Questions

<https://www.abn.alabama.gov/licensing/faqs/> - See *Criminal History and Prior Disciplinary Action*

Denial of License

<https://admincode.legislature.state.al.us/api/chapter/610-X-8>

Previous Convictions

When submitting an application for licensure by exam, any applicant who has a previous conviction must submit a detailed written explanation of the circumstances surrounding the event(s) which he/she are disclosing on the application. Applicant must also submit additional supporting documentation. Examples of supporting documentation include: Case Action Summary for criminal activity; Admission & Discharge Summary for previous substance use or mental health treatment; Military DD214. For more information, please see <https://www.abn.alabama.gov/licensing/faqs/> - *Criminal History and Prior Disciplinary Action*

Hospitalization or Treatment for Mental Illness/Chemical Dependency

If an applicant for licensure has been hospitalized or treated for mental illness, the applicant must submit a detailed letter of explanation, a statement for an appropriate healthcare provider (physician, psychologist) that indicates (a) diagnosis, (b) treatment, including present medication, (c) stability, and (d) after care recommendations. Request the healthcare provider to send statement (original or certified) directly to the Board of Nursing. The applicant should submit a statement explaining the type of illness and treatment. If an applicant has been treated for chemical dependency, the following documentation must be sent to the Board of Nursing:

- Verification of treatment for substance abuse (to be sent directly to the Board from the treatment center).
- Verification of compliance with after care recommendations.
- Verification of current support group attendance; and
- Sobriety date.

Disciplinary Action by a Licensing Authority for Nurses

If an applicant for licensure has had disciplinary action taken against them by a licensing authority for nurses (RN/LPN), a certified copy of the board order, including findings of fact and conclusions of law, must be submitted to the Board of Nursing. All the information will be reviewed, and a determination made regarding the approval of the application. Depending on the information submitted and the circumstances, there may be a delay in processing the application and temporary work permit. If further information is needed the BON will contact individual candidates. Each case will be handled individually. Applications for graduates who are eligible for licensure, pending examination results and having none of the listed disciplinary actions will be processed routinely. A candidate with questions regarding their application should call the Board office for direct information (1.800.656.5318).

ACCS Concept-Based Curriculum

<i>Practical Nursing</i> ACCS Nursing Concept-Based Curriculum		Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
First Semester									
NUR 112 – Fundamental Concepts of Nursing		4	4	2	6	1	3	7	13
MTH 100 (or Higher)		3	3	0	0	0	0	3	3
BIO 201 – A&P I		3	3	1	2	0	0	4	5
Total		10	10	3	8	1	3	14	21
Second Semester									
NUR 113 – Nursing Concepts I		4	4	1	3	3	9	8	16
ENG 101 – English		3	3	0	0	0	0	3	3
PSY 210 – Human Growth and Development		3	3	0	0	0	0	3	3
BIO 202 – A&P II		3	3	1	2	0	0	4	5
Total		13	13	2	5	3	9	18	27
Third Semester									
NUR 114 – Nursing Concepts II		5	5	0	0	3	9	8	14
NUR 115 – Evidence Based Clinical Reasoning		1	1	0	0	1	3	2	4
SPH 106 or 107 – Speech		3	3	0	0	0	0	3	3
Total		9	9	0	0	4	12	13	21
Program Total		32	32	5	13	8	24	45	69
	Total Practical Nursing Contact Hours				Total Practical Nursing Certificate Credit Hours				
	Nursing Theory	210			Nursing		25		
	Nursing Lab	135			Academic		20		
	Academic Theory	270			Total		45		
	Academic Lab	60							
	Nursing Clinical	360							
	Total Contact Hours	1035							

Registered Nursing ACCS Nursing Concept-Based Curriculum			Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
First Semester										
NUR 112 – Fundamental Concepts of Nursing			4	4	2	6	1	3	7	13
MTH 100 (or Higher)			3	3	0	0	0	0	3	3
BIO 201 – A&P I			3	3	1	2	0	0	4	5
Total			10	10	3	8	1	3	14	21
Second Semester										
NUR 113 – Nursing Concepts I			4	4	1	3	3	9	8	16
ENG 101 – English			3	3	0	0	0	0	3	3
PSY 210 – Human Growth and Development			3	3	0	0	0	0	3	3
BIO 202 – A&P II			3	3	1	2	0	0	4	5
Total			13	13	2	5	3	9	18	27
Third Semester										
NUR 114 – Nursing Concepts II			5	5	0	0	3	9	8	14
NUR 115 – Evidence Based Clinical Reasoning			1	1	0	0	1	3	2	4
SPH 106 or 107 – Speech			3	3	0	0	0	0	3	3
Total			9	9	0	0	4	12	13	21
Fourth Semester										
NUR 211 – Advanced Nursing Concepts			4	4	0	0	3	9	7	13
BIO 220 – General Microbiology			2	2	2	4	0	0	4	6
Total			6	6	2	4	3	9	11	19
Fifth Semester										
NUR 221 – Advanced Evidence Based Clinical Reasoning			3	3	0	0	4	12	7	15
Humanities Elective (Philosophy Preferred)			3	3	0	0	0	0	3	3
Total			6	6	0	0	4	12	10	18
Program Total			44	44	7	17	15	45	66	106
Five Semester Contact Hour Total				660		255		675		1590
	Total Associate Degree Contact Hours			Total Associate Degree Credit Hours						
	Nursing Theory	315		Course Area	Theory	Lab	Clinical	Total		
	Nursing Lab	135		Nursing	21	3	15	39		
	Academic Theory	345		Academic	23	4	0	27		
	Academic Lab	120		Total	44	7	15	66		
	Nursing Clinical	675								
	Total Contact Hours	1590								
SNEAD STATE COMMUNITY COLLEGE - APPROVED HUMANITIES ELECTIVES										
ENG 251 - American Literature I			ENG 272 – World Literature II			REL 100 - History of World Religions				
ENG 252 - American Literature II			HUM 101 – Introduction to Humanities			REL 151 - Survey of the Old Testament				
ENG 261 - English Literature I			HUM 102 – Introduction to Humanities II			REL 152 - Survey of the New Testament				
ENG 262 - English Literature II			PHL 106 - Introduction to Philosophy							
ENG 271 – World Literature I			PHL 206 – Ethics and Society							

LPN to RN Mobility Option ACCS Nursing Concept-Based Curriculum		Theory Credit Hours	Weekly Theory Contact Hours	Lab Credit Hours	Weekly Lab Contact Hours	Clinical Credit Hours	Weekly Clinical Contact Hours	Total Credit Hours	Weekly Total Contact Hours
Prerequisite Courses									
ENG 101 – English		3	3	0	0	0	0	3	3
MTH 100 (or Higher)		3	3	0	0	0	0	3	3
BIO 201 – A&P I		3	3	1	2	0	0	4	5
BIO 202 – A&P II		3	3	1	2	0	0	4	5
SPH 106 or 107 – Speech		3	3	0	0	0	0	3	3
PSY 210 – Human Growth and Development		3	3	0	0	0	0	3	3
Total		18	18	2	4	0	0	20	22
First Semester (Spring I)									
NUR 209 – Concepts for Healthcare Transition Students		6	6	1	3	3	9	10	18
*Fifteen (15) Nontraditional Credit Hours awarded after completion of NUR 209		15	0	0	0	0	0	15	0
Total		21	6	1	3	3	9	25	18
Second Semester (Fall)									
NUR 211 – Advanced Nursing Concepts		4	4	0	0	3	9	7	13
BIO 220 – General Microbiology		2	2	2	4	0	0	4	6
Total		6	6	2	4	3	9	11	19
Third Semester (Spring II)									
NUR 221 – Advanced Evidence Based Clinical Reasoning		3	3	0	0	4	12	7	15
Humanities Elective (Philosophy Preferred)		3	3	0	0	0	0	3	3
Total		6	6	0	0	4	12	10	18
Program Total		51	36	5	11	10	30	66	77
*Upon completing NUR 209 with a grade of 75% or higher, LPN to RN Mobility students will be awarded fifteen (15) non-traditional hours of credit in addition to the ten (10) credit hours for the NUR 209 course.									
SNEAD STATE COMMUNITY COLLEGE - APPROVED HUMANITIES ELECTIVES									
ENG 251 - American Literature I		ENG 272 – World Literature II		REL 100 - History of World Religions					
ENG 252 - American Literature II		HUM 101 – Introduction to Humanities		REL 151 - Survey of the Old Testament					
ENG 261 - English Literature I		HUM 102 – Introduction to Humanities II		REL 152 - Survey of the New Testament					
ENG 262 - English Literature II		PHL 106 - Introduction to Philosophy							
ENG 271 – World Literature I		PHL 206 – Ethics and Society							

Cost of Attendance – Estimated Nursing Program Tuition/Fees/Supplies

Practical Nursing Program

Practical Nursing Program Tuition (In-State) for 2026-2027	
General Education courses (20 Credit Hrs.)	\$ 3,980
Nursing courses (25 Credit Hrs.)	\$ 4,975
Estimated Total Cost of LPN Program Tuition	\$ 8,955

REQUIRED SUPPLIES & EQUIPMENT **Items added to tuition & fees																						
Nursing Textbooks - <i>Parson BooksPlus**</i>	\$27/credit hour (Each semester) Approx. total for 3 Semesters = \$675																					
Testing, Electronic Resources, NCLEX Preview & NCLEX Review**	ExamSoft Testing \$124/semester (Total: \$372) Lippincott Preview/Review = \$485																					
Laptop/Tablet	\$600																					
NUR 112 Clinical & Lab Bundle** (Contains: One Clinical Uniform & Lab Coat with patch, supply kit [penlight, pocket organizer, blood pressure cuff, bandage scissors, stethoscope, watch with second hand] non-latex gloves and lab skills kit) *Additional clinical uniforms can be purchased separately	NUR 112 Bundle – Approx. \$300 (1 st Semester)																					
NUR 113 Lab Bundle** (Contains lab skills kit and non-latex gloves)	NUR 113 Bundle – Approx. \$310 (2 nd Semester)																					
Shoes/Socks	\$120																					
Physical Exam/Immunizations/TB testing/Titers (Approximate total cost without insurance – Cost varies based on previous vaccination history) ▶ COVID Vaccine Exemption available Titers Required for Proof of Immunity	<table><tr><td>TB Skin Test</td><td>\$40</td><td rowspan="9">} Approx. \$800</td></tr><tr><td>Heb B Vaccine</td><td>\$180</td></tr><tr><td>MMR Vaccine</td><td>\$120</td></tr><tr><td>Varicella Vaccine</td><td>\$120</td></tr><tr><td>Tetanus Vaccine</td><td>\$50</td></tr><tr><td>Flu Vaccines</td><td>\$50</td></tr><tr><td>▶ COVID Vaccine</td><td>\$150</td></tr><tr><td>Hep B Titer</td><td>\$65</td></tr><tr><td>MMR Titer</td><td>\$65</td></tr><tr><td>Varicella Titer</td><td>\$65</td></tr></table>	TB Skin Test	\$40	} Approx. \$800	Heb B Vaccine	\$180	MMR Vaccine	\$120	Varicella Vaccine	\$120	Tetanus Vaccine	\$50	Flu Vaccines	\$50	▶ COVID Vaccine	\$150	Hep B Titer	\$65	MMR Titer	\$65	Varicella Titer	\$65
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Hep B Titer	\$65																					
MMR Titer	\$65																					
Varicella Titer	\$65																					
Drug Screen**	\$40																					
Background Screen & Requirements Review	\$85																					
Liability Insurance**	\$20																					
Nursing Pin & Lamp	\$60																					
Graduate Photos	\$50																					
Estimated Total Cost of Supplies & Equipment	\$ 3,917																					

Post-Graduation Costs

NCLEX/LICENSING FEES	
ABN Exam Fee	\$125 (Single State Licensure) \$225 (Multistate Licensure)
Temporary Licensure	\$50
NCLEX Exam	\$200

Nursing Program Estimated Tuition/Fees/Supplies

Registered Nursing Program

Registered Nursing Program Tuition (In-State) for 2026-2027	
General Education courses (27 Credit Hours)	\$ 5,373
Registered Nursing courses (39 Credit Hours)	\$ 7,761
Estimated Total Cost of RN Program Tuition	\$13,134

REQUIRED SUPPLIES & EQUIPMENT	
**Items added to tuition & fees	
Nursing Textbooks – <i>Parson BooksPlus**</i>	\$27/credit hour (Each semester) Total Approx. = \$1053
Testing, Electronic Resources, NCLEX Preview & NCLEX Review**	ExamSoft Testing \$124/semester (Total: \$620) Lippincott Preview/Review = \$485
Laptop/Tablet	\$600
NUR 112 Clinical & Lab Bundle** (Contains: One Clinical Uniform & Lab Coat with patch, supply kit [penlight, pocket organizer, blood pressure cuff, bandage scissors, stethoscope, watch with second hand] non-latex gloves and lab skills kit) <i>*Additional clinical uniforms can be purchased separately</i>	NUR 112 Bundle – Approx. \$300 (1 st Semester) NUR 113 Bundle – Approx. \$310 (2 nd Semester)
NUR 113 Lab Bundle** (Contains: lab skills kit and non-latex gloves)	
Shoes/Socks	\$120
Physical Exam/Immunizations/TB testing/Titers (Approximate total cost without insurance – cost varies based on previous vaccination history) ► COVID Vaccine Exemption available Titers Required for Proof of Immunity	TB Skin Test \$40 Heb B Vaccine \$180 MMR Vaccine \$120 Varicella Vaccine \$120 Tetanus Vaccine \$50 Flu Vaccines \$50 ► COVID Vaccine \$150 Hep B Titer \$65 MMR Titer \$65 Varicella Titer \$65 Approx. \$800
Drug Screens**	\$90
Background Screen & Requirements Review	\$83
Liability Insurance**	\$40
Nursing Pin & Lamp	\$60
Graduate Photos	\$50
Estimated Total Cost of Supplies & Equipment	\$ 4,611

Post-Graduation Costs

NCLEX/LICENSING FEES	
ABN Exam Fee	\$125 (Single State Licensure) \$225 (Multistate Licensure)
Temporary Licensure	\$50
NCLEX Exam	\$250

Nursing Program Estimated Tuition/Fees/Supplies

LPN to RN Mobility Option

Registered Nursing Program Tuition (In-State) for 2026-2027	
General Education courses (27 Credit Hours)	\$ 5,373
Registered Nursing courses (24 Credit Hours)	\$ 4,776
Estimated Total Cost of LPN to RN Mobility Option Tuition	\$10,149

REQUIRED SUPPLIES & EQUIPMENT																						
<i>**Items added to tuition & fees</i>																						
Nursing Textbooks – <i>Parson BooksPlus**</i>	\$27/credit hour (Each semester) Total Approx. = \$648																					
Testing, Electronic Resources, NCLEX Preview & NCLEX Review**	ExamSoft Testing \$124/semester (Total: \$372) Lippincott Preview/Review = \$400																					
Laptop/Tablet	\$600																					
NUR 209 Clinical & Lab Bundle** (Contains: One Clinical Uniform & Lab Coat with patch, non-latex gloves and lab skills kit) <i>*Additional clinical uniforms can be purchased separately</i>	NUR 209 Bundle – Approx. \$400																					
Shoes/Socks	\$120																					
Physical Exam/Immunizations/TB testing/Titers <i>(Approximate total cost without insurance – cost varies based on previous vaccination history)</i> ► <i>COVID Vaccine Exemption available</i> <i>Titers Required for Proof of Immunity</i>	<table><tr><td>TB Skin Test</td><td>\$40</td><td rowspan="9">} Approx. \$800</td></tr><tr><td>Heb B Vaccine</td><td>\$180</td></tr><tr><td>MMR Vaccine</td><td>\$120</td></tr><tr><td>Varicella Vaccine</td><td>\$120</td></tr><tr><td>Tetanus Vaccine</td><td>\$50</td></tr><tr><td>Flu Vaccines</td><td>\$50</td></tr><tr><td>► COVID Vaccine</td><td>\$150</td></tr><tr><td>Hep B Titer</td><td>\$65</td></tr><tr><td>MMR Titer</td><td>\$65</td></tr><tr><td>Varicella Titer</td><td>\$65</td></tr></table>	TB Skin Test	\$40	} Approx. \$800	Heb B Vaccine	\$180	MMR Vaccine	\$120	Varicella Vaccine	\$120	Tetanus Vaccine	\$50	Flu Vaccines	\$50	► COVID Vaccine	\$150	Hep B Titer	\$65	MMR Titer	\$65	Varicella Titer	\$65
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Background Screen & Requirements Review	\$83																					
Liability Insurance**	\$20																					
Nursing Pin & Lamp	\$60																					
Graduate Photos	\$50																					
Estimated Total Cost of Supplies & Equipment	\$ 3,643																					

Post-Graduation Costs

NCLEX/LICENSING FEES	
ABN Exam Fee	\$125 (Single State Licensure) \$225 (Multistate Licensure)
Temporary Licensure	\$50
NCLEX Exam	\$250

Nursing Program Enrollment Requirements

Student Health Requirements

Students have direct contact with patients and other health care workers in affiliated health care agencies; therefore, they are expected to have and maintain a satisfactory level of health, including freedom from chemical dependency and communicable diseases. Students must be able to fully participate in the approved program of classroom studies and campus and clinical laboratory experiences and responsibilities.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, COVID-19, etc.) must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will make judgment of communicability and advise the student regarding attendance. The 1993 Alabama Infected Health Care Worker Management Act mandates that any health care worker infected with Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), or Hepatitis C Virus (HCV) that performs an invasive procedure or any physician caring for an Infected Health Care Worker (IHCW) notify the State Health Officer of the infection.

Students entering nursing must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use available protective devices and to use standard (universal) precautions.

After students are accepted for admission into the nursing program the following ***requirements must be met:***

Health Requirements	Guidelines for Completion
Drug Testing	Pre-Clinical Drug screening required at the student's expense prior to the first clinical rotation. Drug screening will be performed at a time and place determined by the Health Sciences Department. In addition, random drug and/or alcohol screens may be conducted.
Student Health Form	Healthcare Provider (Physician, Physician's Assistant, or Certified Nurse Practitioner) must complete the SSCC Nursing Student Health Form. If your health status changes (injury, pregnancy, etc.) while enrolled in the program, you must notify the Nursing Program Office & submit a Health Form Addendum before returning to clinical.
Tuberculosis (TB) Testing	Tuberculosis testing is required upon admission and in the event of exposure. <u>At Admission</u> – Student must complete a 2-step TB Skin Test (no less than one week, but no more than three weeks apart) OR a QuantiFERON-TB Gold blood test OR T-SPOT blood test. (For students with previous positive TB test, a negative chest x-ray is acceptable)
Hepatitis B	Documented evidence of 3 Hepatitis B vaccinations (2 Heplisav-B vaccinations are accepted) AND titer indicating laboratory evidence of immunity. Vaccination administration requirements: the 2 nd dose must be given at least 28 days after the 1 st dose. 3 rd dose should be given at least 2 months after the 2 nd dose OR 2 Heplisav-B doses at least 28 days apart.

	If your Hepatitis B vaccinations were not given on the correct schedule, you must receive a booster vaccination series. Titers are due 6-8 weeks following the completion of the vaccination series. Negative or equivocal titers require a booster vaccination series.
Measles/Rubeola, Mumps, Rubella (MMR)	Documented evidence of 2 MMR vaccinations AND positive titer indicating laboratory evidence of immunity to ALL THREE components. Titers are due 6-8 weeks following the completion of the vaccination series. Negative or equivocal titers require a booster vaccination.
Varicella	Documented evidence of 2 Varicella vaccinations AND titer indicating laboratory evidence of immunity. Titers are due 6-8 weeks following the completion of the vaccination series. Negative or equivocal titers require a booster vaccination.
Tetanus, Diphtheria & Pertussis (Tdap)	Tdap vaccination administered within the past 10 years.
Influenza	Proof of annual Influenza vaccination by November 1 st is required unless a signed Influenza Declination Form is on file. Form is available from Nursing Program Office.
COVID-19	COVID vaccine is <u>recommended</u> but not required: COVID Declination Form is available from the Nursing Program Office.

Additional Student Requirements

Additional Requirements	Guidelines for Completion
CPR Certification	CPR Certification must be one of two types: 1) American Heart Association Basic Life Support (BLS) OR 2) American Red Cross BLS for Healthcare Providers. You should confirm that the CPR course is Basic Life Support certification level before completing. The CPR course MUST include an in-person, hands-on skills portion. <u>Online-only courses WILL NOT be accepted.</u> Certification must remain current while enrolled in the RN Program. If certification lapses during enrollment, you will not be allowed to attend clinical until recertification is complete.
Medical Insurance	One of the following is required: a Current Health Insurance Card or Proof of Coverage letter from the Insurance Provider. Students without coverage should contact the Nursing Program Office for information about the AFLAC Student Policy.
Essential Functions Verification	Ability to meet the Essential Functions with or without reasonable accommodations. Any student requiring accommodations must meet with the Disability Services Coordinator. These standards relate to the physical, mental, and emotional capabilities of prospective students and must be signed by the student and on file in the Nursing Program Office.

Essential Functions

Upon admission to the nursing program, students are required to complete the Essential Functions verification form. This form must be updated if and when the student's status changes. The student must respond on the verification form if he/she fully meets the criteria (100%) or is unable to fully meet the criteria (less than 100%). If the student is unable to fully meet the criteria, an explanation and/or additional information will be required. Reasonable accommodation may be requested. The Snead State Community College ADA Coordinator will determine if the accommodations can be met.

The essential functions necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care are as follows:

Snead State Community College – Registered Nursing Program & Practical Nursing Program Essential Functions & Eligibility Criteria

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodations may be provided for individuals with disabilities. The essential functions/eligibility criteria delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

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

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. If reasonable accommodations cannot be made, the student will not be able to meet the clinical requirements of the nursing program and will be unable to progress in the program. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be unable to meet the clinical rotation requirements and will be unable to progress. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions. Requests for reasonable accommodations should be directed to Brittany Goble, SSCC ADA Coordinator – McCain Student Center, First Floor. Phone: (256) 840-4208
Email: brittany.goble@snead.edu or ADA@snead.edu

The essential functions/eligibility criteria delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions/eligibility criteria include but are not limited to the ability to:

I. Sensory Perception

VISUAL

- A. Observe and discern subtle changes in physical conditions and the environment
- B. Visualize different color spectrums and color changes
- C. Read fine print in varying levels of light
- D. Read for prolonged periods of time

- E. Read cursive writing
- F. Read at varying distances
- G. Read data/information displayed on monitors/equipment

AUDITORY

- A. Interpret monitoring devices
- B. Distinguish muffled sounds heard through a

stethoscope or other assistive technology

C. Hear and discriminate high and low-frequency sounds produced by the body and the environment

D. Effectively hear to communicate with others

TACTILE

A. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

OLFACTORY

A. Detect body odors and odors in the environment

II. Communication/Interpersonal Relationships

A. Effectively communicate and interact with others, from a variety of social, emotional, cultural and intellectual backgrounds

B. Work effectively in groups

C. Work effectively independently

D. Discern and interpret nonverbal communication

E. Express one's ideas and feelings clearly

F. Communicate with others accurately in a timely manner

G. Obtain communications from a computer

III. Cognitive/Critical Thinking

A. Effectively read, write and comprehend the English language

B. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings

C. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator

D. Satisfactorily achieve the program objectives

IV. Motor Function

A. Handle or manipulate small delicate equipment/objects without extraneous movement, contamination or destruction

B. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others

C. Maintain balance from any position

D. Stand on both legs

E. Coordinate hand/eye movements

F. Push/pull heavy objects without injury to client, self or others

G. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring physical energy without jeopardizing the safety of the client, self or others

H. Walk without a cane, walker or crutches

I. Function with hands free for nursing care and transporting items

J. Transport self and client with or without the use of electrical devices

K. Flex, abduct and rotate all joints freely

L. Respond rapidly to emergency situations

M. Maneuver in small/tight spaces

N. Perform daily care functions for the client

O. Coordinate fine and gross motor hand movements to provide safe effective nursing care

P. Calibrate/use equipment

Q. Execute movement required to provide nursing care in all health care settings

R. Perform CPR and physical assessment

S. Operate a computer

V. Professional Behavior

A. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others

B. Demonstrate a mentally healthy attitude that is age-appropriate in relationship to the client

C. Handle multiple tasks concurrently

D. Perform safe, effective nursing care for clients in a caring context

E. Understand and follow the policies and procedures of the College and clinical agencies

F. Understand the consequences of violating the student code of conduct

G. Understand that hostile and threatening behaviors towards others are unacceptable and are subject to discipline up to and including dismissal from the nursing program

H. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing

I. Pose no threat to self or others

J. Function effectively in situations of uncertainty and stress inherent in providing nursing care

K. Adapt to changing environments and situations

L. Remain free of chemical dependency

M. Report promptly to clinicals and remain for 6-12 hours on the clinical unit

N. Provide nursing care in an appropriate time frame

O. Accept responsibility, accountability, and ownership of one's actions

P. Seek supervision/consultation in a timely manner

Q. Examine and modify one's own behavior when it interferes with nursing care or learning

Background Screen Policy

Requirements	Completion Guidelines
Background Screen	Background screens/Criminal history record checks are required at the student's expense prior to attending the first clinical rotation to meet the requirements of clinical agencies. Snead State is contractually obligated to comply with requirements set forth by agencies used for clinical rotation. Background checks will be conducted by an approved agency - determined by the Health Sciences Department. Background checks done by any other vendor or agency will not be accepted.

Snead State Community College (SSCC) complies with requirements set forth by state board licensure agencies to ensure the safety of patients they serve. In establishing clinical affiliation agreements, the SSCC Nursing Program is contractually obligated to comply with these requirements set forth by clinical affiliates. Students enrolled in the SSCC Nursing Program are required to undergo background checks to meet these requirements. Background checks will be conducted by a designated private vendor approved by the Department of Health Sciences. A background check from another vendor or agency will not be accepted. Pre-clinical background checks must be completed by the deadline set by the Nursing Program.

Consent

Students are provided with the background check policy at the time of enrollment in the nursing program and sign an acknowledgment. The student will provide consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:

- 1) the vendor to perform required background checks,
- 2) the vendor to provide results to SSCC Department of Health Sciences, and
- 3) the vendor and/or the program director to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

Procedure

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. The nursing program director and/or designee will have access to the results and will send positive results from the background check to the clinical agencies. The agencies will make the decision to approve or deny a student for clinical privileges. Students must be accepted by all clinical affiliates to continue in the nursing program. Students reinstated/readmitted to a program after an absence from program coursework of one semester or more, are required to repeat the background check procedure.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. This will result in dismissal from the Nursing Program. No student will be allowed to attend a clinical experience until the full background check process is completed.

Investigations for Background Check

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- Positive Identification Maiden/AKA Name Search
- Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.

- Residency History / Employment Verification
 - o Employment verification which may include the reason for separation and eligibility for reemployment for each employer. Last seven years may be searched if the student is 21 years of age or older.
 - o Healthcare Employment Verification Network Search
- Criminal Search (7 Years)
 - o Reveals felony and misdemeanor convictions, and pending criminal cases usually include the date, nature of the offense, sentencing date, disposition, and status. Criminal background checks may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.
- Most Wanted List
- National Criminal Database Search, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search, which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid, and other Federal health care benefits.
- General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS), which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
- Executive Order 13224 Terrorism Sanctions Regulations
- Government Suspect/Watch List
- Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
- FACIS Database search includes OIG, GSA, OFAC and other sources.
- National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information International Criminal Applicable State Exclusion List
- Any Other Public Records

Results

Background checks must be completed prior to the assignment of the student for clinical education experiences. Results of the background check will be sent to the nursing program director/designee. A secure, electronic copy of all results will be maintained by the vendor. The nursing program director/designee has access to the secure database at all times. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested. Students with a background check that renders them ineligible for a clinical rotation will be informed of the results by the nursing program director/designee and/or background check vendor. Any offense resulting in an arrest that occurs after an initial background check must be reported to the Director of Health Sciences within 72 hours of the arrest and a Background Check Update will be necessary for continuation in a health program. A student who fails to report an offense resulting in an arrest within the stated period will be subject to dismissal from the Nursing Program.

Students are advised to contact the background check vendor to dispute the accuracy of any information reported and to clear any findings of the background check. Background checks that could render a student ineligible to obtain clinical learning experiences include but are not limited to, certain convictions or criminal charges that could jeopardize the health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must, and will, have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience. Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the nursing program due to the inability to complete required clinical experiences. The student will be advised by the program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Confidentiality

The nursing program director/designee and the clinical affiliate designee will have access to the results of the background check. Results of any student's background screen will be shared only on a need-to-know basis with the exception of legal, disciplinary or appeal actions, which require access to the results.

Drug Screen Policy

Requirements	Completion Guidelines
Drug Testing	Pre-Clinical Drug screening required at the student's expense prior to the first clinical rotation. Drug screening will be performed at a time and place determined by the Health Sciences Department. In addition, random drug and/or alcohol screens may be conducted.

I. Philosophy

Faculty members in the Snead State Community College Nursing Programs believe that each student has a personal obligation to practice those health-conscious behaviors intended to foster clear and rational decision making as well as the ability to function in a safe and therapeutic manner throughout his/her program of study.

II. Purpose

As health care professionals, faculty members support a policy wherein each individual providing patient care in a clinical setting or preparing educationally to become a health care provider adheres to high personal health standards. This includes, but is not limited to, the avoidance of mind/behavior altering substances including, but not limited to the abuse of alcohol and/or prescription drugs or illicit drug use. Therefore, the following policy has been adopted by the faculty and is in effect.

III. Licensure Implications

The Alabama Board of Nursing regulates licensure of nursing and sets standards for qualifications for licensure. Grounds for denial of a license include the abuse of, or addiction to, alcohol or other drugs. See ABN Administrative Code 610-X-8-.03.

IV. Student Drug Screen Guidelines

Students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to ensure that patients are protected to the extent reasonably possible from possible harm due to completion of clinical rotations. This includes drug screening prior to the first clinical experience, random drug and/or alcohol screening at intervals, as well as drug and/or alcohol screening should a student exhibit behaviors indicative of substance abuse. Drug and alcohol screenings are conducted according to the following:

A. Pre-Clinical Screening

All students will receive the drug screening guidelines prior to the first clinical rotation in the Nursing Program. The Nursing Program will maintain a signed student consent for drug and alcohol screening for each student. Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The College shall assume responsibility for any on-site fees charged by the laboratory for such testing. Student fees will be paid directly to the College. Any student failing to report for screening at the designated time must complete testing with the designated laboratory within 24 hours. Failure to complete drug and/or alcohol screening as required will prohibit the student from completing the required nursing courses. Positive drug screens are confirmed by Gas Chromatography/Mass Spectrometry

(GCMS). A student who is unable to complete the required courses due to a positive drug or alcohol screen may apply for reinstatement to the Nursing Program. The student will be considered for reinstatement according to the criteria established in Section IV, Subsection E.

B. Substance Abuse Verification Process

For the safety and protection of patients, faculty, staff, and students, the Nursing Program may require a student to submit to a screening for drugs and alcohol, which will be conducted at the school's expense, when there is reasonable suspicion to believe that a student is abusing substances.

Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college, of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Conduct inconsistent with the student's normal or usual behavior or erratic behavior, absenteeism, tardiness, dishonesty or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.
- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol or drug related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs or alcohol.

If a clinical agency staff member, student or faculty member observes such behavior, it should be immediately reported to the Program Director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty or staff member. Upon such immediate verification, the student will be informed of and instructed to leave the educational or clinical setting immediately. Such measure will be taken in such a manner as to ensure the privacy of both the reporting individual and the effected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The Director of Nursing and Nursing Instructor will then make an immediate determination if there is reasonable suspicion to screen the student.

If the decision is made to screen the student, the Director of Health Sciences will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected.

Students have the right to refuse to consent to drug testing. However, students who decline or fail to complete the drug testing will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet clinical rotation requirements of the nursing program or course. A grade of "F" will be awarded for the course(s) if the student does not officially withdraw.

C. Screening Procedures

1. All students enrolled in nursing courses must pay a drug screening fee at the time of each scheduled testing for the academic year.
2. Students must submit a photo ID at the time of specimen collection.
3. The laboratory technician will explain the collection procedure and Chain of Custody Form and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
5. All specimens will be tested to include, but not limited to, the following drugs:

> Amphetamines/Methamphetamines	> Cocaine
> Barbiturates	> Methadone
> Benzodiazepines	> Opiates
> Buprenorphine	> Phencyclidine
> Cannabinoids (including THC variants)	> Propoxyphene
6. If the rapid screen test is positive, the laboratory technician will forward the sealed specimen and Chain of Custody Form to the laboratory for further testing. Positive drug screens will be confirmed by Gas Chromatography/Mass Spectrophotometry (GCMS). The student will be informed of any positive drug screening results by the Medical Review Officer/Physician.
7. **If a drug screen is positive or if the Medical Review Officer documents that a student's prescribed medication could pose a safety risk in safety-sensitive positions, the student will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet clinical rotation requirements of the nursing program or course. If a student's drug screen is positive or he/she refuses to submit to drug testing, a grade of "F" will be awarded for the course(s) if the student does not officially withdraw.**

D. Confidentiality

Confidentiality of test results will be maintained by the Director of Health Sciences, and the student having access to the results – with the exception of legal actions that require access to test results.

E. Reinstatement Following Positive Drug Screen

A student who is unable to progress in the Nursing program due to a positive drug and/or alcohol screen, or who refuses to complete the required drug and/or alcohol screening, must meet one or more of the following requirements, as determined solely by the Director of Health Sciences. The applicable requirement(s) will be assigned by the Director:

1. Complete four counseling sessions with a licensed counselor. The counselor will provide documentation of session completion and professional recommendations regarding continued therapy or completion.
2. Submit a letter from a psychologist, psychiatrist, or program director of a recognized substance use disorder treatment provider verifying evaluation and completion of an appropriate substance abuse treatment program.

A student who is reinstated to the Nursing Program must submit to an unannounced drug and/or alcohol screens at the student's expense prior to reinstatement. A positive drug and/or alcohol screen will result in ineligibility for reinstatement.

A student who is reinstated to the Nursing Program must submit to random drug and/or alcohol screens throughout the program. In the event of a positive drug and/or alcohol screen, the student will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet clinical rotation requirements of the nursing program or course. If a student's drug screen is positive or he/she refuses to submit to drug testing, a grade of "F" will be awarded for the course(s) if the student does not officially withdraw.

F. Use of CBD Products

Students are advised that products containing cannabidiol (CBD), including but not limited to oils, gummies, creams, and other hemp-derived supplements, may contain trace amounts of tetrahydrocannabinol (THC) that are not accurately disclosed on product labeling. As a result, use of CBD products may lead to a positive drug screening result. Students are solely responsible for any substances they ingest or apply, and a positive drug test, regardless of intent or product source, will prevent progression in the program.

Classroom Policies

Academic Integrity

Personal integrity and responsibility are essential in an educational environment. Students are expected to acknowledge their sources, to use their own words, to do their own work, and never to falsify a record or fabricate data. Students who are academically dishonest undermine the work of honest students. Plagiarism, cheating on tests, or other forms of academic dishonesty will be handled by the individual instructor. In some cases, a student may be reported to the appropriate administrative official, may be given a failing grade in the course, and/or may be expelled from college. By registering for courses at Snead State Community College, students are affirming their acceptance of a code of academic honesty and stating that all work they submit is their own.

Chain of Command

Should a problem arise during the semester, you should first strive to solve it with the instructor or student involved. If no agreement is reached or dissatisfaction results, you should consult the Director of Health Sciences. Refer to the *Snead State College Catalog* for student grievance procedures if necessary. If no agreement is reached or dissatisfaction results, the student may appeal to the Vice President for Academic Affairs, whose decision is final.

Student Access to Instructors

Students will be able to meet with their instructors during designated office hours. Office hours are posted outside each faculty member's office. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

Responsibility in Teaching and Learning

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students should follow a teachers' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. Extracurricular activities, including jobs, should not affect teachers' expectations or interfere with students' preparation for classes. Teachers will use their expertise and experience to prepare and present the subject of a course in the best possible way.

Teachers (that is, *anyone* who teaches) will do their best to provide a disciplined yet comfortable and supportive classroom environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and students should consider their nursing education to be a full-time job. Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

Participation in Program of Learning

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors, through participation in faculty meetings, and through evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of the semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. Students are asked to evaluate the entire curriculum at the completion of the program and within six months after graduation.

Classroom Interaction

All interactions within the classroom are expected to be honest and respectful. Instructors set the tone and demeanor of their classes. Discussion and questions are encouraged when appropriate. Questions and comments by students should be thoughtful and relevant.

Unsanctioned talking, use of cell phones and/or computers, eating, sleeping, and reading unrelated material during class is considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed.

Course Syllabi

Each nursing course has a syllabus that is the student teacher contract for that specific course. The syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to understand fully the expectations of the course. If you have questions or need clarification, make an appointment with the course instructor. Syllabi are projections of activities that will take place over several months; however, instructors may modify activities to fit unforeseen circumstances. All changes will be clearly announced in class.

Calculators/Voice Recorders/Electronic Devices

The policy regarding use of calculators, voice recorders, and/or any other electronic devices varies with each course. See each course syllabus for course policy. Cell phones and smartwatches are not permitted during testing at any time.

Testing & Grading Policy

Students of Snead State Community College Nursing Program will be required to take designated nationally normed tests throughout the curriculum. The cost of the exams will be included in the student fees. Students must take the exams at assigned times. All exams are monitored. Basic competence in the use of computers is required.

Testing Procedure

All exams will be administered on campus, with students testing in assigned locations in the nursing building (and in other assigned campus buildings, if needed). All students will be proctored by faculty members during exams. Students will test using College approved software and will be allowed 2 minutes per question. **Exam times will be stated in the course**

syllabi. Students arriving five minutes or more after the scheduled test time will not be allowed in the testing area and will be required to sit for a make-up exam at the end of the semester. In the event a student has previously missed an exam, the student will receive a grade of zero for the second missed exam. Cell phones, smart watches, pens/pencils and calculators must not be brought to the testing area. Pencils will be provided. A calculator will be provided within the testing software.

An instruction sheet will be given to each student and must be returned with their name on the sheet before exiting from the exam. Students must begin their exam no later than ten minutes after the scheduled exam start time.

If problems arise during testing, students should raise their hand for faculty assistance. It is permissible to write on the back of the instruction sheet only after the exam begins. Faculty members will monitor student progress during testing and will move through the testing area before and during the exam. While testing, students are not allowed to view other student's computer screens or work. Students are not permitted to have browsers or software open other than the one for the exam. Proctors will monitor during testing to assure academic honesty. Any perceived cheating will be investigated as actual cheating. Exam results will be released within 48 hours of exam completion, with the exception of extenuating circumstances.

Grading Policy

A minimum grade of "C" in theory (75 or above) and "Satisfactory" clinical performance is required to complete a course successfully.

A = Excellent (90–100)

B = Good (80-89)

C = Average (79–75)

If clinical performance is "Unsatisfactory" and the theory average is 75 or above, a grade of "D" will be assigned for the course. If clinical performance is "Satisfactory" and the theory average is below 75, a grade of "D" will be assigned for the course.

Grade Adjustments

Refer to course syllabi.

Remediation

Any student scoring less than 75% on an exam will be required to complete a remediation assignment(s) which will be determined by faculty. Failure to complete the assignment by the due date and time will prevent the student from taking the next scheduled exam and will require a make-up exam. **If a student misses a second exam, he/she will not be allowed to make-up the exam and a grade of zero will be given.**

Make-up Exams

Make-up exams are given on a designated day at the end of the semester. **Students are allowed only one make-up exam.** There are no excused or unexcused absences. **If a student misses a second exam, he/she will not be allowed to make-up the exam and a grade of zero will be given.** The format of make-ups exams is at the discretion of the instructor and may differ from the scheduled exam. Make-up exams may include essay-type questions.

Attendance Policy

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to nursing course attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student and will interfere with the student's ability to achieve the objectives required in the course.

Lecture/Lab Attendance

Students are expected to attend all classes and campus labs for which they are registered. Each student should be punctual and regular in attendance. When a student is absent, the student is responsible for all announcements, content covered in class, and for any assignments. Late arrival counts as one-third of an absence. Three tardies are equal to one absence. Periodically, roll may be called at the end of lecture or lab. Students who leave early will miss roll call and be counted absent. **Students who miss 25% or more of lecture or lab should officially withdraw from the course. Students with excessive absences who do not withdraw from the course will receive a failing grade.** Withdrawal from a nursing course(s) can affect eligibility for federal financial aid. A withdrawal and/or failing grade will prohibit progression in the nursing program. Instructors are not responsible or allowed to drop students from classes. Refer to individual course syllabi.

Students are allowed two attempts to pass skills validation. If a lab is missed on a validation day, it is the responsibility of the student to reschedule validation skills within one week. An absence on validation day is considered one attempt. Failure to notify the instructor will be considered the second validation attempt. Make-up labs will be posted.

Clinical Attendance

The student will assume responsibility for punctual and regular clinical attendance. In the event a student must arrive late or will be absent, it is the student's responsibility to notify the instructor. Due to clinical responsibilities, students who arrive late will not be allowed to assume care of assigned client(s). A student who arrives more than 15 minutes late will be deemed absent, dismissed from that clinical session, and be assigned a grade of "Unsatisfactory" for clinical performance. Three tardy events in clinical constitute a clinical absence.

In clinical rotations, only one absence will be considered for make-up. There are no excused or unexcused absences. Clinical make-ups will be scheduled during the final week of the term. Assignments are at the discretion of the faculty and will be consistent with missed work. These may include, but are not limited to, computer simulation, written work, and/or attendance at clinical. Failure to make up the missed clinical rotation will result in inability to meet required clinical/course objectives and will result in failure of the course. A second absence during clinical rotations will result in inability to meet required clinical/course objectives and will result in failure of the course. Failure to meet required clinical/course objectives will result in inability to progress within the nursing program.

Clinical Hours Assignment

Due to the large number of nursing students in our area, some clinical assignments may require nontraditional hours, including evening, nights and/or weekend assignments.

Dismissal Policy

A student will be subject to dismissal from the nursing program or may be denied admission or readmission if the student

- 1) Acts in a manner that nurse faculty evaluate as being a breach of safety, confidentiality, legality, or accountability.
- 2) Engages in conduct identified in the ABN Code as grounds for denial, suspension, or revocation of a nursing license as the same applies to Snead State nursing students.
- 3) Falsifies records.
- 4) Fails to produce documents as required by the Nursing Education Program.
- 5) Violates the College's Academic Honesty Code, the Code of Student Conduct, or the Drug and Alcohol-Free Campus Policy.
- 6) Fails to comply with the SSCC Background Screen Policy or Drug and Alcohol Screen Policy or based on results of the screens is unacceptable by the clinical facility for placement.

- 7) Habitually ignores or fails to follow the policies, professional and legal rules or regulations, ethical principles under which the nursing program and its affiliated clinical agencies operate.
- 8) Is denied acceptance by a clinical agency for clinical experiences.

Student Behavior

The Snead State Health Sciences Department does not exercise control over the conduct of nursing students in their private lives; however, when a group of students or an individual student acts as a recognized representative of the Snead State Community College Nursing Program or participates in an off-campus activity sponsored by the Health Sciences Department, appropriate standards of conduct will be expected. Any conduct by a nursing student shall be subject to review and appropriate action taken by the Health Sciences Department if the conduct interferes with the educational purposes or processes of the Health Sciences Department or poses a threat to the safety and well-being of others. Students must comply with all policies (including clinical uniform policies) specified by clinical agencies while participating in off-campus activities.

If at any time prior to graduation and during the course of participation in professional training as a nursing student or in fulfilling other responsibilities as a Snead State Community College student, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his or her responsibilities as a student, it will result in appropriate corrective action, which may include dismissal from the nursing program. Such behavior is defined to include, but not limited to, any of the following: failure of a student to notify appropriate persons of absence from scheduled learning experiences; dishonesty in interactions with staff or instructors; failure to adhere to required dress code; the use of inappropriate language; being consistently late in fulfilling scheduled responsibilities or failure to fulfill appointments; failure to maintain confidentiality in matters related to educational responsibilities; or unsafe practices.

The demonstration of severe physiological or psychological disorders that interfere with a student's ability to fulfill academic responsibilities or that may impair future professional nursing responsibilities will be cause for appropriate corrective action, including referral to an appropriate agency for professional diagnosis and treatment. Failure or refusal to cooperate with such referral or recommended interventions may result in dismissal from the nursing program.

Abuse of alcohol which interferes with a student's ability to fulfill academic or professional responsibilities in the nursing program or the illegal use of other drugs and substances will result in dismissal from the nursing program.

Unsatisfactory Behavior

Examples of Unsatisfactory Behaviors include, but are not limited to:

1. Inability to demonstrate competence in the performance of skills learned by assigned date and thereafter.
2. Inability to use therapeutic communication techniques to interact with clients, families, and/or members of the health care team.
3. Failure to provide physiological or psychological safety for the client.
4. Demonstration of a judgmental attitude by criticizing others.
5. Dishonesty in written communication
6. Failure to assume accountability for one's actions:
 - Failure to adhere to uniform policy
 - Failure to notify instructor if unable to attend clinical
 - Tardiness
 - Failure to turn in written assignments by assigned date

Consequences of Unsatisfactory Behavior(s)

- A. If a student receives a "U" during a clinical experience, he/she may be dismissed from that clinical session. All missed clinical time must be made up within the current semester.
- B. **Failure to meet required clinical/course objectives will result in inability to progress within the nursing program. Three (3) "U's" during one semester will result in inability to meet required clinical/course objectives and will result in failure of the course.**

Unsafe Behavior

An unsafe behavior is defined as any behavior that jeopardizes the instructor, staff, and/or client's physiological or psychological well-being, whether or not actual injury occurs.

Examples of Unsafe Behaviors include, but are not limited to:

1. Failure to report significant observations about clients to the instructor and/or charge nurse.
2. Administering medication without a faculty member or instructor's designee.
3. Administering medication without observing all six (6) patient rights: (The **RIGHT** drug and the **RIGHT** dosage must be given to the **RIGHT** client at the **RIGHT** time by the **RIGHT** route with the **RIGHT** documentation.)
4. Failure to notify instructor of medication error.
5. Breach of confidentiality.
6. Dishonesty in written communication: falsification of documents including forging a signature.
7. Failure to ensure direct observation by one's clinical instructor or the instructor's designee of any invasive procedure.
8. Theft of property.

Consequences of Unsafe Behavior(s)

- A. The faculty has the right to withdraw a student from the clinical setting due to unsafe behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.
- B. **Students will be dismissed from the clinical setting for unethical, immoral, illegal, or unsafe clinical practice. Dismissal from clinical will result in inability to meet required clinical/course objectives and will failure of the course.**

Clinical Policies

Confidentiality

All patient/client information is confidential. As stated in the ANA Code of Ethics, "The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient," which includes the duty of the nurse to maintain patient confidentiality. Protecting patient confidentiality is now the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the nursing program who are involved in the student's education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- Email correspondence with faculty should also be treated confidentially, and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in clinical paperwork, case presentations, or on notes.
- Photocopying or faxing of client records is **NOT** permitted in any clinical setting.

Safety

Safety procedures and universal precautions are covered as they relate to the content area and are reinforced throughout the duration of the program. It is the student's responsibility to seek guidance from an appropriate resource if they have any doubts, questions, or concerns regarding correct procedure.

Legal Responsibilities in the Clinical Setting

Nursing is one of the professions regulated by the legislative bodies of each state or jurisdiction of the United States to protect the health, safety, and welfare of the public. The laws are designed to prevent incompetent persons from practicing the professions by establishing minimum standards to be met for licensure.

As part of their educational program, nursing students are entrusted with the responsibility of providing certain kinds of nursing care to clients/patients. In several court decisions, the courts have taken the position that anyone who performs duties customarily performed by professional nurses is held to the standards of professional nurses. Thus, nursing students are held to the standard of a professional nurse and will be personally liable for negligence if injury results.

It is the responsibility of the clinical instructor to determine that the nursing student has demonstrated reasonable competence to render safe nursing interventions. If the clinical instructor's evaluation of the nursing student's behavior or health status indicates that the student is unlikely to provide safe nursing care, the clinical instructor has the legal responsibility to deny, **and will deny**, the student access to clinical learning experience.

Dosage Calculation Exam

All students are required to pass a Dosage Calculation Exam prior to administering medications in clinical. Students will be given two attempts to score 90% or above. Failure to achieve a grade of 90% or higher will result in lack of progression in the nursing program.

Cell Phone/Smartwatch Use in Clinical

Use of cell phone cameras to record photos or video at the clinical facility is strictly prohibited. Cell phones and smartwatches are not allowed in the clinical area. No exceptions. If a student's cell phone or smartwatch is seen or heard in the clinical facility, this will result in an Unsatisfactory evaluation, the student will be dismissed from the clinical experience for the day, which will be considered a clinical absence that will require a Clinical make-up.

Medication Error/Near Miss Policy

1. Student is to immediately report a medication error or near miss to his/her clinical instructor and preceptor (if applicable). The instructor is to convey the information to the charge nurse as soon as possible.
2. The charge nurse, as per clinical facility, will contact the necessary physician and other persons needed and will also secure the required facility's forms related to the incident for the student to complete with instructor assistance.
3. After completing these forms, the student/clinical instructor shall contact the appropriate administrator of nursing service or nurse manager and discuss the medication error with one of them. The student will be expected to explain why the error happened and how the error could have been avoided.
4. The student will write a report to be given to the instructor pertaining to the adverse effects this medication may have had on this particular patient. The instructor will then forward on this report to the Nursing Program Director.
5. The student will receive a clinical unsatisfactory for this clinical experience.

Injury During Clinical

If you are injured during clinical experiences (needle stick, back injury, etc.) you must:

1. Notify the clinical instructor immediately.
2. Complete an appropriate incident report.

The student will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care. Students who incur a needlestick or any other type of direct risk exposure with a patient may be advised by the clinical agency to initiate post-exposure prophylaxis (PEP) for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory testing and medications following HIV exposure may range from \$1,000 - \$4,000.

Clinical Paperwork

Requirements for satisfactory completion of nursing care plans vary with each nursing course. See course syllabi for requirements. Clinical paperwork must be submitted on the predetermined due date. Paperwork that is not submitted by the predetermined due date may be considered Unsatisfactory.

Clinical Evaluation/Appraisal

Purpose: The purpose of the evaluation/appraisal is to ascertain that the student has met measurable objectives deemed necessary for the competent practice of nursing.

1. Student performance is evaluated at mid-term and end of term.
2. Appraisal will be completed to reflect each student's performance. Student performance will be evaluated as Independent/Supervised/Minimal Assist (S), Occasionally Dependent (D), Needs Improvement/Frequently Dependent (NI), Unsatisfactory (U), or Not Applicable (NA), when appropriate.
3. The following constitutes a failure of the clinical component of a course:
 - More than 2 U's (Unsatisfactory) in any row or
 - More than 3 NI's (Needs Improvement/Frequently Dependent) in any row or
 - A combination of more than 4 NI's (Needs Improvement/Frequently Dependent) and U's (Unsatisfactory) in any row.

Malpractice Liability Insurance

Malpractice liability insurance is required at the student's expense. The College enrolls nursing students in a blanket school insurance policy for liability and accidents. The policy provides coverage for students while participating in clinical activities required by the Nursing program. Students who are employed as a nurse's aide, LPN, or in any other health care role while enrolled in the nursing program are not covered by the College's insurance when functioning in an employee capacity. The malpractice insurance is purchased by the Snead State Department of Health Sciences and the cost is included in student fees for NUR 112 & NUR 211.

Clinical Uniform Policy

Patients and family members need reassurance that the people with whom they are dealing are professional. Snead State recognizes that appearance greatly impacts our customer opinions. For these reasons, the SSCC Health Sciences Department has adopted the following policy. **The following guidelines shall apply to students in all nursing courses for clinical, lab validations and simulation activities:**

Clothing

Official uniform must be worn as designated by Snead State Nursing Department. Uniform must be Freshly laundered, neatly pressed, and in good condition. All uniform attire must fit properly and be appropriate for the professional healthcare setting. If a uniform dress/skirt is worn, it should be no shorter than the top of the knee. Black or white undershirts, if worn, should be tucked in.

Lab coat must be white with official Snead State Nursing patch.

Solid Gray, White or Black crew or knee socks should be worn with pants and white hosiery (tights) should be worn with dress/skirt style uniforms.

Undergarments (underwear/bra) should be worn. Undergarments (including bra straps) should not be visible.

Sweatshirts are allowed, but must be the official Snead State gray sweatshirt with blue lettering approved by the Nursing Department. Sweatshirts must be purchased at the Snead State Bookstore.

Shoes	Safety, comfort, appearance, and noise are the main considerations for acceptable footwear. Only tennis shoes or nursing uniform shoes that are closed-toe and closed-heel are allowed. Un-patterned white, gray, or black shoes are acceptable. Shoes must be clean and tennis shoes must be entirely laced with clean laces. If you are unsure about appropriate shoe selection, please have your choice reviewed by the Nursing Department prior to purchase. Shoe covers may not be worn outside the clinical department for any reason.
Jewelry	The only jewelry items considered acceptable are: wedding band, watch with a second hand, and small plain stud type earrings (one per ear). Daith piercings are allowed with no additional earrings. Examples of unacceptable jewelry items include, but are not limited to, hoop earrings, bracelets (ankle or wrist), nose studs, navel rings, lip or ear cuffs, tongue studs, and eyebrow studs. Clear fillers are allowed for facial piercings.
Perfume	Perfume and/or cologne are not permitted.
Hair	Must be clean and kept secured so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. Extreme hairstyles, including mohawks or shaved designs, and unnatural hair colors (including but not limited to pink, purple, blue, orange, green, or neon shades), are not permitted. Headbands are permitted and must be black, navy, or royal blue. Neatly trimmed and groomed mustaches and beards are permitted; however, facial hair must be kept short enough to allow proper fit and seal of required face masks or other personal protective equipment (PPE). Facial hair may not protrude beyond the edges of the mask.
Nails	Fingernails should be kept clean, short, and neatly shaped. Nail polish/gel/acrylics are not permitted.
Eyelashes	False eyelashes are prohibited.
Personal	Students are expected to maintain appropriate personal hygiene at all times. This includes daily bathing, clean and shampooed hair, good oral hygiene, and the use of deodorant. Frequent and thorough hand washing is required in the clinical setting.
ID Badge	All students must wear the official Snead State Nursing Student identification badge when in uniform. The badge should be worn picture-side out on upper part of body (lapel area).
Smoking/Gum	Smoking and/or vaping are not allowed while in clinical uniform. No cigarette smoke odor should be present on clothing. Gum is not allowed.
Tattoos	No visible tattoos are allowed while in clinical uniform. Hand tattoos must be covered with gloves when providing patient care.
Other	Students are expected to bring all necessary supplies to clinical setting, lab validation, and simulation.

Social Media Policy

It is the policy and practice of Snead State Community College Health Sciences Department to maintain the confidentiality of the clients entrusted in our care, and to respect the personal and professional reputations and privacy of our institution, employees, students, clinical partners, and patients. Social networks provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse's career but also the nursing profession.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, students should use their professional judgment and take the most prudent action possible. Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client or facility information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary action up to a recommendation for dismissal from the program. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings available on many social networking sites does not guarantee that information will not appear in public and is thus deemed insufficient to protect confidential client or facility information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, clients, client visitors, clinical sites, or other healthcare professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media, will be considered unprofessional and will be considered a form of harassment (misconduct). This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines must be followed:

- Do not save confidential or sensitive client information or information of any sort that could serve as identifying information on your personal computer or other electronic device.
- E-mail or texting correspondence with faculty should be treated confidentially and should not include client-identifying information.
- Do not transmit any client-related information or images through social media.
- Use of mobile devices during clinical is limited to pre/post conference and only to access online clinical resources. The use of cell phone cameras or any other personal device to record photos or video at the clinical facility is strictly prohibited.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There is no such thing as a "private" social media site.
- Comply with clinical agency regulations regarding the use of computers, cameras, electronic devices, and cell phones while present in the clinical agency.
- Maintain client privacy and confidentiality at all times.
- Promptly report breaches of confidentiality or privacy to your clinical instructor or the Director of Nursing.

A violation of this policy may result in dismissal from the nursing program.

See ABN Administrative Code: Rule 610-X-6-.03 - Standards for Conduct and Accountability

Additional Policies

Use of Tobacco Products

Snead State Community College is a tobacco-free campus. Tobacco use (including smokeless tobacco & vaping products) is not permitted at any time inside or outside any College-owned building. Tobacco products are not to be used at any time at any clinical facilities, including parking lots.

Appendix

Snead State Nursing Student Acknowledgment Forms

- Nursing Student Handbook
- Drug and Alcohol Screening Policy
- Background Screen Policy
- Essential Functions and Eligibility Criteria
- Social Media Use Policy
- Photo Release

These copies should be retained for your records. You will be provided with a copy to sign.



Snead State Community College Acknowledgment of Nursing Student Handbook

By signing below, I acknowledge that I have received a copy of the 2026-2027 *Snead State Community College Nursing Student Handbook*. I also acknowledge that I have read, understand, and agree to abide by all policies listed therein throughout my enrollment in the Associate Degree Nursing program.



Snead State Community College – RN & LPN Programs Acknowledgment of Drug and Alcohol Screening Policy

I. Philosophy

Faculty members in the Snead State Community College Nursing Programs believe that each student has a personal obligation to practice those health-conscious behaviors intended to foster clear and rational decision making as well as the ability to function in a safe and therapeutic manner throughout his/her program of study.

II. Purpose

As health care professionals, faculty members support a policy wherein each individual providing patient care in a clinical setting or preparing educationally to become a health care provider adheres to high personal health standards. This includes, but is not limited to, the avoidance of mind/behavior altering substances including, but not limited to the abuse of alcohol and/or prescription drugs or illicit drug use. Therefore, the following policy has been adopted by the faculty and is in effect.

III. Licensure Implications

The Alabama Board of Nursing regulates licensure of nursing and sets standards for qualifications for licensure. Grounds for denial of a license include the abuse of, or addiction to, alcohol or other drugs. See ABN Administrative Code 610-X-8-.03.

IV. Student Drug Screen Guidelines

Students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to ensure that patients are protected to the extent reasonably possible from possible harm due to completion of clinical rotations. This includes drug screening prior to the first clinical experience; random drug and/or alcohol screening conducted at intervals throughout the program; and drug and/or alcohol screening when a student exhibits behaviors indicative of substance abuse. Drug and alcohol screenings are conducted according to the following:

A. Pre-Clinical Screening

All students will receive the drug screening guidelines prior to the first clinical rotation in the Nursing Program. The Nursing Program will maintain a signed student consent for drug and alcohol screening for each student. Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The College shall assume responsibility for any on-site fees charged by the laboratory for such testing. Student fees will be paid directly to the College. Any student failing to report for screening at the designated time must complete testing with the designated laboratory within 24 hours. Failure to complete drug and/or alcohol screening as required will prohibit the student from completing the required nursing courses. Positive drug screens are confirmed by Gas Chromatography/Mass Spectrometry (GCMS). A student who is unable to complete the required courses due to a positive drug or alcohol screen may apply for reinstatement to the Nursing Program. The student will be considered for reinstatement according to the criteria established in Section IV, Subsection E.

B. Substance Abuse Verification Process

For the safety and protection of patients, faculty, staff, and students, the Nursing Program may require a student to submit to a screening for drugs and alcohol, which will be conducted at the school's expense, when there is reasonable suspicion to believe that a student is abusing substances.

Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college, of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Conduct inconsistent with the student's normal or usual behavior or erratic behavior, absenteeism, tardiness, dishonesty or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.
- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol or drug related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs or alcohol.

If a clinical agency staff member, student or faculty member observes such behavior, it should be immediately reported to the Program Director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty or staff member. Upon such immediate verification, the student will be informed of and instructed to leave the educational or clinical setting immediately. Such measure will be taken in such a manner as to ensure the privacy of both the reporting individual and the effected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The Director of Nursing and Nursing Instructor will then make an immediate determination if there is reasonable suspicion to screen the student.

If the decision is made to screen the student, the Director of Health Sciences will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected.

Students have the right to refuse to consent to drug testing. However, students who decline or fail to complete the drug testing will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet clinical rotation requirements of the nursing program or course. A grade of "F" will be awarded for the course(s) if the student does not officially withdraw.

C. Screening Procedures

1. All students enrolled in nursing courses must pay a drug screening fee at the time of each scheduled testing for the academic year.
2. Students must submit a photo ID at the time of specimen collection.

3. The laboratory technician will explain the collection procedure and Chain of Custody Form and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
5. All specimens will be tested to include, but not limited to, the following drugs:

> Amphetamines/Methamphetamines > Barbiturates > Benzodiazepines > Buprenorphine > Cannabinoids (including THC variants)	> Cocaine > Methadone > Opiates > Phencyclidine > Propoxyphene
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6. If the rapid screen test is positive, the laboratory technician will forward the sealed specimen and Chain of Custody Form to the laboratory for further testing. Positive drug screens will be confirmed by Gas Chromatography/Mass Spectrophotometry (GCMS). The student will be informed of any positive drug screening results by the Medical Review Officer/Physician.
7. **If a drug screen is positive or if the Medical Review Officer documents that a student's prescribed medication could pose a safety risk in safety-sensitive positions, the student will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet clinical rotation requirements of the nursing program or course. If a student's drug screen is positive or he/she refuses to submit to drug testing, a grade of "F" will be awarded for the course(s) if the student does not officially withdraw.**

D. Confidentiality

Confidentiality of test results will be maintained by the Director of Health Sciences, and the student having access to the results – with the exception of legal actions that require access to test results.

E. Reinstatement Following Positive Drug Screen

A student who is unable to progress in the Nursing program due to a positive drug and/or alcohol screen, or who refuses to complete the required drug and/or alcohol screening, must meet one or more of the following requirements, as determined solely by the Director of Health Sciences. The applicable requirement(s) will be assigned by the Director:

3. Complete four counseling sessions with a licensed counselor. The counselor will provide documentation of session completion and professional recommendations regarding continued therapy or completion.
4. Submit a letter from a psychologist, psychiatrist, or program director of a recognized substance use disorder treatment provider verifying evaluation and completion of an appropriate substance abuse treatment program.

A student who is reinstated to the Nursing Program must submit to an unannounced drug and/or alcohol screens at the student's expense prior to reinstatement. A positive drug and/or alcohol screen will result in ineligibility for reinstatement.

A student who is reinstated to the Nursing Program must submit to random drug and/or alcohol screens throughout the program. In the event of a positive drug and/or alcohol screen, the student will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet clinical rotation requirements of the nursing program or course. If a student's drug screen is positive or he/she refuses to submit to drug testing, a grade of "F" will be awarded for the course(s) if the student does not officially withdraw.

F. Use of CBD Products

Students are advised that products containing cannabidiol (CBD), including but not limited to oils, gummies, creams, and other hemp-derived supplements, may contain trace amounts of tetrahydrocannabinol (THC) that are not accurately disclosed on product labeling. As a result, use of CBD products may lead to a positive drug screening result. Students are solely responsible for any substances they ingest or apply, and a positive drug test, regardless of intent or product source, will prevent progression in the program.



Snead State Community College – RN & LPN Programs Acknowledgment of Background Screen Policy

Snead State Community College (SSCC) complies with requirements set forth by state board licensure agencies to ensure the safety of patients they serve. In establishing clinical affiliation agreements, the SSCC Nursing Program is contractually obligated to comply with these requirements set forth by clinical affiliates. Students enrolled in the SSCC Nursing Program are required to undergo background checks to meet these requirements. Background checks will be conducted by a designated private vendor approved by the Department of Health Sciences. A background check from another vendor or agency will not be accepted. Pre-clinical background checks must be completed by the deadline set by the Nursing Program.

Consent

Students are provided with the background check policy at the time of enrollment in the nursing program and sign an acknowledgment. The student will provide consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:

- 1) the vendor to perform required background checks,
- 2) the vendor to provide results to SSCC Department of Health Sciences, and
- 3) the vendor and/or the program director to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

Procedure

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. The nursing program director and/or designee will have access to the results and will send positive results from the background check to the clinical agencies. The agencies will make the decision to approve or deny a student for clinical privileges. Students must be accepted by all clinical affiliates to continue in the nursing program. Students reinstated/readmitted to a program after an absence from program coursework of one semester or more, are required to repeat the background check procedure.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. This will result in dismissal from the Nursing Program. No student will be allowed to attend a clinical experience until the full background check process is completed.

Investigations for Background Check

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- Positive Identification Maiden/AKA Name Search
- Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- Residency History / Employment Verification
 - Employment verification which may include the reason for separation and eligibility for reemployment for each employer. Last seven years may be searched if the student is 21 years of age or older.
 - Healthcare Employment Verification Network Search
- Criminal Search (7 Years)
 - Reveals felony and misdemeanor convictions, and pending criminal cases usually include the date, nature of the offense, sentencing date, disposition, and status. Criminal background checks may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.

- Most Wanted List
- National Criminal Database Search, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search, which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid, and other Federal health care benefits.
- General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS), which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
- Executive Order 13224 Terrorism Sanctions Regulations
- Government Suspect/Watch List
- Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
- FACIS Database search includes OIG, GSA, OFAC and other sources.
- National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information
- International Criminal Applicable State Exclusion List
- Any Other Public Records

Results

Background checks must be completed prior to the assignment of the student for clinical education experiences. Results of the background check will be sent to the nursing program director/designee. A secure, electronic copy of all results will be maintained by the vendor. The nursing program director/designee has access to the secure database at all times. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested. Students with a background check that renders them ineligible for a clinical rotation will be informed of the results by the nursing program director/designee and/or background check vendor. Any offense resulting in an arrest that occurs after an initial background check must be reported to the Director of Health Sciences within 72 hours of the arrest and a Background Check Update will be necessary for continuation in a health program. A student who fails to report an offense resulting in an arrest within the stated period will be subject to dismissal from the Nursing Program.

Students are advised to contact the background check vendor to dispute the accuracy of any information reported and to clear any findings of the background check. Background checks that could render a student ineligible to obtain clinical learning experiences include but are not limited to, certain convictions or criminal charges that could jeopardize the health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must, and will, have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience. Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the nursing program due to the inability to complete required clinical experiences. The student will be advised by the program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Confidentiality

The nursing program director/designee and the clinical affiliate designee will have access to the results of the background check. Results of any student's background screen will be shared only on a need-to-know basis with the exception of legal, disciplinary or appeal actions, which require access to the results.



Snead State Community College – RN & LPN Programs Acknowledgment of Essential Functions and Eligibility Criteria

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodations may be provided for individuals with disabilities. The essential functions/eligibility criteria delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

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

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. If reasonable accommodations cannot be made, the student will not be able to meet the clinical requirements of the nursing program and will be unable to progress in the program. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be unable to meet the clinical rotation requirements and will be unable to progress. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

The essential functions/eligibility criteria delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions/eligibility criteria include but are not limited to the ability to:

I. Sensory Perception

VISUAL

- A. Observe and discern subtle changes in physical conditions and the environment
- B. Visualize different color spectrums and color changes
- C. Read fine print in varying levels of light
- D. Read for prolonged periods of time
- E. Read cursive writing
- F. Read at varying distances
- G. Read data/information displayed on monitors/equipment

AUDITORY

- A. Interpret monitoring devices
- B. Distinguish muffled sounds heard through a stethoscope or other assistive technology
- C. Hear and discriminate high and low-frequency sounds produced by the body and the environment
- D. Effectively hear to communicate with others

TACTILE

- A. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

OLFACTORY

- A. Detect body odors and odors in the environment

II. Communication/Interpersonal Relationships

- A. Effectively communicate and interact with others, from a variety of social, emotional, cultural and intellectual backgrounds
- B. Work effectively in groups
- C. Work effectively independently
- D. Discern and interpret nonverbal communication
- E. Express one's ideas and feelings clearly
- F. Communicate with others accurately in a timely manner
- G. Obtain communications from a computer

III. Cognitive/Critical Thinking

- A. Effectively read, write and comprehend the English language
- B. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- C. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- D. Satisfactorily achieve the program objectives

IV. Motor Function

- A. Handle or manipulate small delicate equipment/objects without extraneous movement, contamination or destruction
- B. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- C. Maintain balance from any position
- D. Stand on both legs
- E. Coordinate hand/eye movements
- F. Push/pull heavy objects without injury to client, self or others
- G. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring physical energy without jeopardizing the safety of the client, self or others
- H. Walk without a cane, walker or crutches
- I. Function with hands free for nursing care and transporting items
- J. Transport self and client with or without the use of electrical devices
- K. Flex, abduct and rotate all joints freely
- L. Respond rapidly to emergency situations
- M. Maneuver in small/tight spaces
- N. Perform daily care functions for the client
- O. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- P. Calibrate/use equipment
- Q. Execute movement required to provide nursing care in all health care settings
- R. Perform CPR and physical assessment
- S. Operate a computer

V. Professional Behavior

- A. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- B. Demonstrate a mentally healthy attitude that is age-appropriate in relationship to the client
- C. Handle multiple tasks concurrently
- D. Perform safe, effective nursing care for clients in a caring context
- E. Understand and follow the policies and procedures of the College and clinical agencies
- F. Understand the consequences of violating the student code of conduct
- G. Understand that hostile and threatening behaviors towards others are unacceptable and are subject to discipline up to and including dismissal from the nursing program
- H. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- I. Pose no threat to self or others
- J. Function effectively in situations of uncertainty and stress inherent in providing nursing care
- K. Adapt to changing environments and situations
- L. Remain free of chemical dependency
- M. Report promptly to clinical and remain for 6-12 hours on the clinical unit
- N. Provide nursing care in an appropriate time frame
- O. Accept responsibility, accountability, and ownership of one's actions
- P. Seek supervision/consultation in a timely manner
- Q. Examine and modify one's own behavior when it interferes with nursing care or learning

STUDENT STATEMENT

Read the declarations below and **initial only one option**. Requests for reasonable accommodations should be directed to Brittany Goble, Snead State ADA Coordinator: ada@snead.edu / brittany.goble@snead.edu or (256) 840-4208.

_____ I have reviewed the Essential Functions/Eligibility Criteria for the Snead State Nursing Program, and I certify that to the best of my knowledge – **I am currently able to fully perform these functions and meet these criteria**. I understand that further evaluation of my ability may be required by the Snead State Nursing faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention/progression through the program.

_____ I have reviewed the Essential Functions/Eligibility Criteria for the Snead State Nursing Program, and I certify that **I am unable to fully perform these functions and meet these criteria without accommodations**. I am requesting the following reasonable accommodations: (Use an additional sheet if necessary) I understand that further evaluation of my ability may be required by the Snead State Nursing faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention/progression through the program.

Requested Accommodation(s): _____



Snead State Community College – RN & LPN Programs Social Media Use – Student Ethical Contract

It is the policy and practice of Snead State Community College Health Sciences Department to maintain the confidentiality of the clients entrusted in our care, and to respect the personal and professional reputations and privacy of our institution, employees, students, clinical partners, and patients. Social networks provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse's career but also the nursing profession.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, students should use their professional judgment and take the most prudent action possible. Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client or facility information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary action up to a recommendation for dismissal from the program. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings available on many social networking sites does not guarantee that information will not appear in public and is thus deemed insufficient to protect confidential client or facility information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, clients, client visitors, clinical sites, or other healthcare professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media, will be considered unprofessional and will be considered a form of harassment (misconduct). This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines must be followed:

- Do not save confidential or sensitive client information or information of any sort that could serve as identifying information on your personal computer or other electronic device.
- E-mail or texting correspondence with faculty should be treated confidentially and should not include client-identifying information.
- Do not transmit any client-related information or images through social media.
- Use of mobile devices during clinical is limited to pre/post conference and only to access online clinical resources. The use of cell phone cameras or any other personal device to record photos or video at the clinical facility is strictly prohibited.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There is no such thing as a "private" social media site.
- Comply with clinical agency regulations regarding the use of computers, cameras, electronic devices, and cell phones while present in the clinical agency.
- Maintain client privacy and confidentiality at all times.
- Promptly report breaches of confidentiality or privacy to your clinical instructor or the Director of Nursing.

A violation of this policy may result in dismissal from the nursing program.

See ABN Administrative Code: Rule 610-X-6-.03 - Standards for Conduct and Accountability



Snead State Health Sciences Department Photo Release

This document authorizes the use of any photographs or video taken of me by Snead State Community College in Boaz, Alabama, for any of the College's publications, advertisements, recruiting videos, website, or other material developed and used for promotion and recruiting for Snead State.