

# Nursing Student Handbook



**Northwest Mississippi Community College  
Department of Nursing  
Fall 2020**

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**PRINT STUDENT NAME** \_\_\_\_\_

**STUDENT HANDBOOK/AUDIO RECORDING ACKNOWLEDGEMENT FORM**

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

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

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

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

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

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

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

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

Cheating includes but is not limited to:

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

- Copies someone else's work

- Works in a group when told to work individually

- Uses unauthorized reference material in an exam

- Has someone else take an exam

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

**Academic Integrity Pledge**

I pledge to strictly adhere to the following conditions:

I will not divulge my username/passwords to anyone.

I, and only I, will post answers to course assignments using my username and password.

I will not leave the testing site and refer to ANY resources (written or online) while taking the exam.

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

I will not submit the same paper or other assignment to more than one course without the approval of all faculty involved.

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

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

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

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

**NURSING DEPARTMENT  
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**

We sincerely welcome you to the Department of Nursing at Northwest Mississippi Community College. It is our genuine hope that your nursing education is rewarding and successful. We are here to assist you as you embark on the path to become registered nurses. Please let us know how we may help you to have a positive learning experience and to achieve your goal of becoming the best nurses you can be.

Sincerely,  
The Department of Nursing Faculty, Staff and Director

**Department of Nursing Mission & Goals**

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

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

- Partnerships with community and healthcare facilities and universities
- Highly technical simulation and skills laboratories
- Student support through nursing Student Navigator assistance, student advising, remediation and HURST review
- Professional career preparation through nursing seminar class and Student Nurses Association membership
- Support and recognition of achievement in Alpha Delta Nu nursing honor society and nursing scholarships
- Seamless nursing education advancement opportunities through an LPN advanced placement options and an LPN IV certification practicum

**Accreditation:**

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

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 500

Atlanta, Georgia 30326

Phone: 404-975-5000

[www.acenursing.org](http://www.acenursing.org)

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

3825 Ridgewood Road,

Jackson, MS 39211-6453

Phone: 601-432-6486

<http://www.mississippi.edu/nursing>

**Affirmative Action:**

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

**Safety Statement:**

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

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

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

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



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

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

### **Plans of Study**

See NWCC Bulletin and the nursing webpage on the college website ([www.northwestms.edu](http://www.northwestms.edu))

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

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

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

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

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

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

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

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Code of Conduct Policy**

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

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

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

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Civility Policy**

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

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

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

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

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

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

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

- Making distracting noises
- Persistent speaking without being recognized
- Repeated interruption
- Personal insults
- Physical threats
- Sarcasm
- Rudeness
- Taunting

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

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

Failure to comply with the Civility Policy will jeopardize continuation within the nursing program.

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

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

**Unsafe Practice:**

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

**Illegal Misconduct:**

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

**Professional Misconduct/ Academic Misconduct:**

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

**Procedure for Critical Incident Report:**

- For unsafe practice, illegal misconduct, professional misconduct, and/or academic misconduct, a Critical Incident Report will be completed by the instructor.
- The student will be notified that a critical incident has occurred within three school days of the violation.
- Following the violation, a conference will be held with the student which will include the class/lab/clinical instructor, course coordinator or other faculty member and/or Director of Nursing to determine the appropriate course of action.
- The student and appropriate parties will sign the critical incident report and the report will be placed in the student's file.

- An accumulation of three (3) critical incidences incurred while in the nursing program will result in dismissal from the program; however, depending on the severity, any single incident may result in dismissal.
- The student is eligible to reapply in 3 years; however, acceptance will be evaluated and determined on an individual basis depending on the severity of the incident. Due process will be followed as outlined in the *NWCC Nursing Student Handbook*.



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

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Course** \_\_\_\_\_

**Clinical Agency/Location** \_\_\_\_\_ **Area** \_\_\_\_\_

**Nursing Faculty Involved** \_\_\_\_\_

**Description of Incident:**

**Witnesses to Incident:**

**Faculty Response to Incident:**

**Potential/Actual Consequences to Client or Others:**

**Plan of Action:**

**Student Comments:**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Faculty**

\_\_\_\_\_  
**Course Coordinator**

\_\_\_\_\_  
**Director of Department of Nursing**

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

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DEPARTMENT OF NURSING**

**Interim Progress Policy**

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

At the discretion of the clinical instructor, a student can be removed from clinical at any point for not being prepared to safely care for the client, unsafe practices, inappropriate behavior, illness, emotional instability, or suspected chemical impairment. (See Drug and Alcohol Policy and Critical Incident Policy).

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DEPARTMENT OF NURSING**

**Nursing Building/Facility Use**

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

**Tobacco Policy**

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

**Eating/Drinking in the Building**

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

**Student Lounge Rules**

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

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

**Basement Study Room Rules**

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

**Locker Usage Rules**

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

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

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

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

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

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

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

- The Lab Coordinator and/or other nursing faculty will be available to assist students as needed during posted lab hours. If the Skills Lab Coordinator is absent, the lab will be opened by another nursing faculty or staff member. Please seek assistance from nursing faculty if there is no one available in the nursing lab.
- If for any reason the nursing lab should need to be closed, there will be a note posted on the door as well as an announcement posted on Canvas® if possible.
- If the lab is being utilized for simulation, students are not allowed to enter. Please pay attention to posted signs and/or announcements.

**Lab Rules:**

- All nursing students are required to wear their NWCC ID badge while in the nursing skills lab and will use this badge to gain access to the lab during posted lab hours.
- The nursing skills lab is a learning center. Students are expected to maintain professional behaviors at all times while in the nursing lab. Disruptive or disrespectful behavior toward others will not be tolerated and may result in dismissal from the nursing lab and/or other disciplinary action as deemed appropriate.
- There is a NO EATING/DRINKING policy in the nursing lab. At no time should students have open food or drink near the lab equipment, which includes the manikins. Students who violate this policy may be dismissed from the nursing lab.
- Students are expected to correctly use and help maintain the lab equipment. Please seek assistance from course faculty and/or the Skills Lab Coordinator if assistance is needed. Damaged or malfunctioning equipment should be reported to the Skills Lab Coordinator immediately. Misuse of equipment is grounds for dismissal from the nursing lab.
- Students must wear a bouffant cap to cover hair when lying in the nursing lab beds. These are provided by the nursing lab and should be discarded in the regular trash receptacles when finished. Students are also asked to remove shoes before lying in the hospital beds. Socks are suggested.

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

#### **Audio Visual Viewing:**

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

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

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

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Simulation Guidelines and Expectations**

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

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Grading Policy**

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

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

2. A clinical/laboratory or theory failure is an automatic course failure. For all nursing courses, a failure is any grade less than a “C” (“D or F”).
3. A single course grade is issued and reported as a letter grade. In the event that a student fails **either** theory **or** clinical/lab, a failing grade will be recorded for the course.
4. Refer to the NWCC Bulletin for additional information regarding grades and the appeal process.
5. Grading procedures for each nursing course is outlined in the course syllabus.

**Library (Learning Resource Center)**

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

**Book Policy**

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

**Students with Disabilities**

Students who have disabilities that require accommodations must register the NWCC Disability Coordinator located in Tate Hall within 2 weeks of registration. The Disability Coordinator will notify the course instructors of the appropriate accommodations for each student. Although it is not required, it is suggested that students with health issues such as diabetes or seizure disorders, notify the appropriate nursing faculty in case a medical emergency should occur.



**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Attendance Policy**

**Classroom activity:**

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

**Clinical/Lab/Simulation Activities:**

1. Clinical/lab attendance is mandatory. Each student is allowed absences as outlined in the course syllabus. Students who incur a grade of "F" in the clinical setting for excessive absenteeism may not appeal this grade.
2. A tardy or absence will be incurred if a student arrives late or leaves early from a lab, clinical, or simulated clinical experience (SCE).
  - Tardy: Lab 1-10 minutes late, clinical or SCE 1-30 minutes late
  - Absence: Lab 11 or more minutes, clinical or SCE 31 minutes or more

3. It is the student's responsibility to notify the appropriate faculty clinical instructor if he/she will be absent from the clinical/simulation area. Violation of this is considered a critical incident (See Critical Incident Policy).
4. At the discretion of the clinical/lab/simulation instructor, a student may be sent home from the clinical/lab/simulation area for being unprepared for the clinical/lab activities, unsafe behavior, non-adherence to the dress code or for a reasonable suspicion of chemical impairment. Excessive tardiness will be handled according to the absentee policy.
5. Students are to use good judgment in evaluating their own health status and the possible effects of a personal illness or use of medications may have on safe clinical practice. The student with fever or a potentially contagious illness should not participate in the clinical, lab or simulation and will be asked to leave with an absence incurred.
6. If a student is diagnosed with influenza, the student should avoid contact with classmates, faculty and patients during the time they would be able to infect others which is up to 7 days after becoming ill. (CDC Influenza Prevention & Control Recommendations, 2017)

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Retention/Withdrawal Policy**

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

forwarded to the Department Director.

6. If the correct procedure is not completed at the time of withdrawal, the student's name is not removed from the class rosters. Consequently, the student will be considered absent and an "F" incurred in each course when the maximum number of absences is recorded.
7. All withdrawals from a nursing course must follow the general college withdrawal guidelines. A student may not enroll in the same nursing course more than twice without approval from the Department Director. Readmission is considered on an individual basis.
8. If a student is unsuccessful in a nursing course and is eligible to repeat the course, the student must notify the course coordinator in writing of their intentions regarding returning within one (1) week of final grades being posted to be considered for enrollment in the next semester's course, space permitting. The student must also register for the course during pre-registration. The student's space will not be held if the student does not pre-register.
9. Readmission to the course is based on theory average at time of withdrawal or completion of the course, clinical performance and disciplinary actions (if any incurred).
10. Because of nursing procedure updates and advances in nursing technology, a nursing student will lose their class status if they do not re-enter within one calendar year. This would require the student to begin the application/admission process again after waiting 3 years.
11. Students who fail or withdraw from NUR 1316 LPN-RN Transition may repeat NUR 1316 the following summer or enter NUR 1109 Foundations of Nursing the following Fall semester (space permitting) or the following Spring semester. If the student chooses to enter NUR 1109 in the following Spring semester, the student should notify the Admissions Committee Chairperson by September 15<sup>th</sup>. Student choosing to repeat NUR 1316 should notify the LPN-RN Course Coordinator by February 15<sup>th</sup>.

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Clinical Requirements**

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

- Acceptable NWCC Criminal History Record Check letter from the Department Director (Fingerprinting is scheduled by the Nursing Department)
- Acceptable Drug Screen (Drug screens are scheduled by the Nursing Department).
  - Must include a completed Urine Preliminary Drug Screen Result Form
  - If non-negative detected in the preliminary drug screen-must have MRO results.
- CPR Certification
  - American Heart Association BLS Provider
  - On-line courses are not acceptable.
  - Card/eCard must be current
- Acceptable physical examination every 2 years.
  - Must be the completed 2-page NWCC form (Student Health Record-on website or in Student Handbook)
  - Must include exam completion date within the past 12 months.
  - Must include result of "Yes" to "In your opinion is the applicant physically and mentally capable of providing safe client care with regard to the following functions?" question
- Tuberculosis screening
  - 2 negative PPD skin tests
  - Negative blood test result within the past 12 months.
- If previous positive TB test must have CXR within the past 12 months with an Absence of Tuberculosis Symptoms form.
- Hepatitis B vaccine series (at least one vaccine) or proof of immunity by positive blood titer before NUR 1109 clinical rotation, with completed series before NUR 2119 clinical rotation.
- MMR-Measles, Mumps & Rubella
  - Evidence of immunity to rubella, mumps and rubeola.
    - Positive antibody titer for all three diseases with quantitative numerical results OR

- Proof of 2 immunizations (MMR)
- Varicella (chicken pox).
  - Proof of positive antibody titer diseases with quantitative numerical results  
OR
  - 2 immunizations
- Evidence of Tdap vaccine within 10 years.
- Seasonal flu vaccine.
  - Must be for the current influenza season per dates provided by faculty.
  - Must be documented on the NWCC influenza form or a similar form.
  - The clinical agency has the final decision on the procedure that must be followed when the student cannot take the vaccine (i.e. donning mask during clinical).
- Covid-19 screening (PCR)
  - Must comply with current clinical facility guidelines
  - Documentation of a negative result obtained within the time parameters set forth by the individual clinical facility

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

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

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

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

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

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

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

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

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

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

1. Phone calls and social networking are not allowed in nursing class, lab experiences, simulation, or clinical. If a student needs to research drug information or other information in the clinical setting, he/she **MUST** get permission from the instructor. Cell phone can be used for this only and then turned OFF. Violation of the above policy will result in removal of the student(s) from the classroom/lab/simulation or clinical area and will result in a classroom/lab/clinical absence for the day of the offense.
2. Social networking which involves the student's personal business on his or her own time cannot be restricted by the Department of Nursing. However, postings about faculty, discussion of clinical sites, including but not limited to clinical instructors or patients associated with classroom, lab, simulation or clinical experiences while enrolled in the NWCC nursing program is a violation and could result in dismissal from the program.
3. Do not post pictures, videotape or post information regarding faculty or other students, without the permission of the faculty or fellow student. At **NO TIME** should patients be videotaped or photographed without written permission of the patient, facility and nursing Department Director.
4. Do not post any information regarding patients or clinical facilities.
5. The information provided to you online for example, lecture, case studies, quizzes, test, etc. are property of NWCC and the faculty developer. Students **are not allowed** to take pictures of any screens or share content in anyway with another student or the public.
6. A breach of a patient's privacy in any manner is a violation of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and carries a fine up to \$50,000.00 and up to 10 years in prison. This breach will not be tolerated and will result in dismissal from the program.
7. The student is responsible for postings. Nursing students are preparing for a profession which provides services to a public that expects high standards of behavior. Adhere to all school policies, including copyright laws. Think before you post! Do not use personal insults, pornographic images, illegal activity, drug or alcohol use or engage in any conduct that would not be acceptable in the professional workplace.
8. The student is not to make disparaging remarks regarding the instructors, clinical agency or their employees or other students. Threatening, harassing, profane,

obscene, or sexually explicit comments will not be tolerated. Do not make offensive comments based on race, gender or sexual orientation. Comments embarrassing to the college, Nursing Department or the nursing profession are also prohibited.

9. There is no such thing as a “private” social media site. Search engines can reveal posts years after the publication date. Comments and photos can be forwarded or copied. If one feels angry or passionate about a subject, delay posting until calm and clear headed. Seek guidance if unsure about publishing. Future employers are conducting web searches on candidates before extending job offers. By identifying yourself as an NWCC student and hopefully a graduate, you are connected to your college, clinical agencies and the nursing profession. Liking and sharing posts is the same as posting the information. Your professional reputation begins as a student and will follow you into the future.



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

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

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

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

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

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

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

Name: \_\_\_\_\_ ID# \_\_\_\_\_  
Last First MI

Date of Birth \_\_\_\_\_ ☐ M ☐ F Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address: \_\_\_\_\_  
Address City State Zip

Exposure Date: \_\_\_\_\_ Time \_\_\_\_\_

Agency (Include Unit and Floor) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Ext. \_\_\_\_\_

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

**Type of Exposure:**

Needle stick/Body Fluid Exposure: ☐ Blood ☐ Urine ☐ Saliva ☐ Wound Drainage  
Mucous Membrane Exposure: ☐ Eye ☐ Mouth ☐ Nose ☐ Broken Skin ☐ Intact Skin  
Hepatitis B Vaccine 3 doses: ☐ Yes ☐ No Declination Form ☐ Yes ☐ No  
Last Tetanus \_\_\_\_\_

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

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

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

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

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

**Clinical/Uniform**

The nursing uniform dress code includes the following:

1. The student uniform is considered proper attire to be worn during all clinical and simulation activities. Students may also be required to wear the student uniform during lab activities and other activities designated by nursing faculty. Judgments regarding appropriateness of uniform, student appearance, or hygiene will be at the discretion of the nursing faculty involved. Because students have a variety of healthcare experiences, each instructor will inform students as to specific policies for their healthcare facility.
2. When the student is in uniform, makeup should be at a minimum.
3. Perfume and after-shave should not be worn. All odors, including cigarette smoke, perspiration, and those associated with poor hygiene are potentially offensive to clients and others and should be avoided.
4. Fingernails must be clean and no more than ¼ inch above the fingertips. Only clear nail polish may be worn in the clinical area. Nails should be in good repair without chipping. No acrylic nails are allowed in the clinical setting.
5. Long hair should be arranged in a style that brings the hair away from the face and secured as to avoid contaminating patient care areas. No extreme hair color or hair styles are allowed. Hair color should be a natural occurring color. No feathers, bows or other ornamentation in the hair is allowed. Barrettes, holders, headbands etc. should be the same color as the hair. (This includes both male and female students.) For men, facial hair should be clean shaven and/or neatly trimmed.
6. The student lab coat must be solid white, have long or ¾ length sleeves, be clean and pressed. The NWCC patch must be displayed on the upper portion of the left sleeve of the lab coat. The approved Northwest uniform must be worn in designated clinical and simulation areas. The uniform top must completely cover the hips and cannot be tucked into the pants. When the student bends over, the uniform must not “ride up” and expose the midriff or buttocks. Uniform pants should touch tops of shoes but not touch or drag the floor. Dresses must touch the top of the knees. (Knee high hose are not acceptable with dresses.) All uniforms should fit loosely enough to allow for freedom of movement. Students may wear a solid white crewneck T-shirt under the uniform top. This T-shirt should NOT hang out from under the uniform bottom or sleeves (unless long sleeve T-shirt is worn). Underwear must be worn, cover body parts, and be inconspicuous. White crew socks which cover the ankle may be worn with pants only. White hose, run free, must be worn with dresses.

7. Shoes with laces must be white leather and clean. Shoes cannot be Canvas<sup>®</sup> or mesh. Athletic shoes are acceptable as long as the insignia and trademark are inconspicuous. (Inconspicuous- light gray is acceptable). Shoes must have solid toes and backs.
8. No jewelry other than wedding band and a watch with a second hand are to be worn with the uniform. Student will be asked to remove **all** other jewelry. NO bars or studs in the tongue or face will be allowed.
9. NWCC photo ID is to be worn at all times with the uniform.
10. When in uniform, tattoos that are visible must be covered if required by the clinical facility. The decision is at the instructor's discretion.
11. Students who are not compliant with the dress code may be sent home from the clinical or lab setting and counted absent for the day.
12. Dress code may be altered according to the clinical facility guidelines and will be disclosed to students at or before clinical orientation.
13. Students must adhere to the clinical agency's policy regarding religious headgear. Headgear must be a solid color and must be clean and not interfere with patient care.

### **Classroom Dress**

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

### **Purchase of Uniforms**

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

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Testing Policy**

A student who is absent on the day of a scheduled exam must notify one of the faculty in that course by 1:30 pm on the day of the exam, otherwise, a grade of zero (0) will be incurred.

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

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

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

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

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

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

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

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

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

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

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

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

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

The final exam is mandatory for all nursing courses. If extenuating circumstances cause the student to be absent the day of the final exam, a grade of incomplete (I) will be recorded. Student should follow the procedure listed above about notification of faculty prior to being absent from the final exam. A make-up final exam for the fall semester will be given within 1 week of returning to school the **following** semester and should be scheduled with the course coordinator. A make-up exam for the spring semester can be scheduled for the summer. The exam will be scheduled by the course coordinator and may be proctored by the Department Director.

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

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

### Student Test Item Query Form

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Test #: \_\_\_\_\_

I am questioning the test items:

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

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

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

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



**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**DEPARTMENT OF NURSING**  
**Drug and Alcohol Policy**

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

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

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

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

The Mississippi board of Nursing has defined the following as unprofessional conduct for nursing, and violations can result in revoked and suspended license (Administrative Code Part 2820 - <https://www.msbn.ms.gov/laws-rules/administrative-code>)

Includes (but is not limited to): Practicing the profession while under the influence of alcohol or other mood-altering substances is unprofessional conduct and is evidenced by the following:

- 1) Positive screen for alcohol, an illegal substance or unauthorized medication;  
(Note: CBD oil may cause a positive screen for marijuana, regardless of the manufacturer's claims that it does not).
- 2) Pattern of abuse or habitual abuse of authorized or unauthorized medications;
- 3) Impairment while on duty while using authorized or unauthorized medications;
- 4) Refusal to submit drug screens;
- 5) Submission of diluted, adulterated, or substituted specimen for testing; and/or

6) Noncompliance with a treatment plan for a substance abuse disorder.

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

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

Drug screening costs will be paid by the college from the program fees paid by nursing students and will be scheduled by the faculty. The laboratory personnel performing the collection will maintain confidentiality and chain of custody.

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

If final result from MRO is positive regardless of reason, the student will be dismissed from the nursing program. The student will also be dismissed for impairment while in the clinical area while using authorized (prescribed) medications. Refusal to comply with requested screening within the time frame directed will also result in dismissal from the nursing program.

The student will be withdrawn in accordance with NWCC policy, and will receive a “W” on the transcript for the nursing course.

If the student is dismissed for a positive drug screen, the student will be eligible to reapply after 3 years. If the student is accepted into the program after three years, there will be random drug screens performed at the student’s expense.

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

**Class Officers**

Each class will elect officers at the beginning of the semester to fill office vacancies as needed. The officers are responsible for presiding over class meetings and are the official representatives for the class. The Course Coordinator serves as the class sponsor.

**NWCC Student Nurse Organization**

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

**Alpha Delta Nu Honor Society**

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

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

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

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

**Final Semester Fees**

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

# FORMS

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

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

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

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

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

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV (c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



## FLU VACCINE DOCUMENTATION

DATE & TIME OF VACCINATION: \_\_\_\_\_

NAME OF PERSON RECEIVING VACCINE: \_\_\_\_\_

NAME OF FLU VACCINE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

LOT NUMBER OF VACCINE: \_\_\_\_\_

SITE OF INJECTION: \_\_\_\_\_

SIGNATURE OF PERSON GIVING VACCINE: \_\_\_\_\_

PLACE HEALTH CARE PROVIDER/ HEALTH CARE FACILITY STAMP BELOW:

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

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

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

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

Exemption Request

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

Medical Contraindication-Indicate Reason and attach supporting documentation:

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

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Results of Exemption Request/Director Comments:**

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

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





**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

**TUBERCULIN SKIN TEST DOCUMENTATION**

NAME: \_\_\_\_\_

DATE & TIME PPD PLACED: \_\_\_\_\_ RIGHT ARM LEFT ARM

LOT NUMBER OF VACCINE: \_\_\_\_\_ MANUFACTURER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

ADMINISTERED BY: \_\_\_\_\_ ARE YOU TB CERTIFIED? YES NO

DATE PPD READ: \_\_\_\_\_ INDURATION \_\_\_\_\_ MM

READ BY: \_\_\_\_\_ ARE YOU TB CERTIFIED? YES NO

TUBERCULIN SKIN TEST IS: NEGATIVE POSITIVE

REFERRED FOR CHEST X-RAY: YES NO

***IF UNABLE TO TAKE PPD SKIN TEST, CURRENT CHEST X-RAY DOCUMENTATION REQUIRED  
OR RECORD OF INTERFERON- GAMMA RELEASE ASSAY FOR TB.***

PLACE HEALTH CARE PROVIDER/ HEALTH CARE FACILITY STAMP BELOW:

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

*This form is not required if facility has form that includes ALL the above information. Documentation must include all information to be accepted.*



**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DEPARTMENT OF NURSING  
PREGNANCY RELEASE**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_



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

Student Name \_\_\_\_\_  
EDC \_\_\_\_\_

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

\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

Additional  
Comments: \_\_\_\_\_

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



**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DEPARTMENT OF NURSING  
POST-PARTUM RELEASE**

Student Name \_\_\_\_\_  
Date of Delivery \_\_\_\_\_

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

\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_

Additional  
Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DEPARTMENT OF NURSING  
STUDENT HEALTH RECORD**

Student Name: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Last 4 digits of SS#: \_\_\_\_\_ Age: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

PAST/CURRENT MEDICAL HISTORY: Circle if you currently have or have ever had any problem with the listed conditions.

Arthritis/Polio/Back Pain	Emotional/Mental illness	HIV/AIDS	Recent weight change
Asthma	Epilepsy/Seizures	Jaundice	Rectal/Bowel problem
Bleeding disorder	Fainting/Dizziness	Kidney disease	Respiratory problem
Blood clots	Frequent /Painful urination	Learning disability	Rheumatic fever
Bone or joint problems	Frequent colds	Menstrual difficulties	Seasonal allergies
Bronchitis	Frequent cough	Mononucleosis	Sexually transmitted illness
Cancer	Frequent indigestion	Mouth/Tooth/Gum problem	Shortness of breath
Chest pain	Frequent/Severe headaches	Murmur/palpitations	Sickle cell anemia
Color blindness	Gallbladder disease	Pneumonia	Skin disease
Corrective lenses	Hearing aid	Pregnancy (If pregnant during program, you will need to obtain a pregnancy release form for you & your physician to sign.)	Sleeping problem
Coughing up blood	Hearing or vision deficits		Tuberculosis
Depression	Heart attack		Tumor/Growth/Cyst
Diabetes/thyroid/adrenal disorder	Heart disease		Varicose veins
Digestive problem	Hepatitis		
Ear/nose/throat/sinus problem	High/Low blood pressure		

If you circled any of the above please explain: \_\_\_\_\_

\_\_\_\_\_

Describe any serious illness, injury or surgery: \_\_\_\_\_

\_\_\_\_\_

List any current medications: \_\_\_\_\_

\_\_\_\_\_

Allergies (Food/Drug/Environmental) \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

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

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

HT \_\_\_\_\_ WT \_\_\_\_\_ B/P \_\_\_\_\_ PULSE \_\_\_\_\_ TEMP \_\_\_\_\_ RESP \_\_\_\_\_

HEENT \_\_\_\_\_

RESP \_\_\_\_\_ CV \_\_\_\_\_

GI/GU \_\_\_\_\_ MUSCULOSKELETAL \_\_\_\_\_

NEURO \_\_\_\_\_ LYMPH \_\_\_\_\_

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

**If NO, please explain:**

---

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

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

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

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

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

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

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**DATE**

**PRINTED NAME OF MD/NP**

**SIGNATURE OF MD/ NP**

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

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

Revision: 1/2018

3/28/18

6/11/18

1/11/19

1/10/2020

3/27/2020 (Addendum)

5/18/2020

8/15/2020

## **COVID-19 Addendum**

### ***Introduction***

This addendum to the handbook is in place due to the outbreak of the COVID-19 pandemic. This addendum will address the policies and expectations regarding on campus and online education in the nursing program. The faculty, staff, and administration of NWCC are here to assist the student in any way possible. We want to ensure that the learning experience is positive and beneficial to your nursing education during this time of transition.

### ***Counseling Services***

Counseling services are available to all students via in person and online modalities. Students should reach out to NWCC campus counselors at 662-562-3320 for setting up in person and online appointments.

### ***Theory Content Delivery & Expectations***

All students are required to complete all posted assignments on their Canvas® course. The faculty will post PowerPoints, videos, handouts, conduct zoom meetings or other appropriate modalities to present the content. Failure of the student to participate in any given online assignments may affect their grade and attendance records. The faculty will inform the students of weekly assignments and outline of the course schedule.

### ***Cell Phone Policy***

If a phone is being used for Zoom meetings or testing, the student is not allowed to make calls, answer calls, send or receive texts, or use the internet with their phone during this time.

### ***Dress Code Policy***

Students are required to wear masks which cover the nose and mouth areas while in the Nursing Building and on campus. Wearing a mask is mandatory in the nursing profession; therefore, if unable to wear a mask, the student will not meet the guidelines as stated. This will result in removal from the program. Students are encouraged to wear nursing uniforms or solid colored scrubs to classroom activities. Students are required to wear NWCC nursing uniforms and lab jackets to lab activities and clinical sites. These are to be laundered after each use to prevent the spread of infection. A face shield will be provided by the Department or facility for use in the clinical setting. Each student will receive one face shield and must properly sanitize it between usages. If the student damages or misplaces the face shield, one may be purchased from the Department for \$10.00. All other PPE will be provided by the clinical facility. Casual, modest attire is required for all Zoom meetings. Please be aware you are on camera so act and dress accordingly.

### ***Attendance Policy***

Students will be required to attend on-campus classroom and lab instruction, clinical site rotations, and participate in online formats designed by their faculty. Students enrolling in the 2020 fall semester accept the responsibilities of these requirements. Student and faculty safety are of utmost concern. Therefore, the NWCC Health and Safety Return Plan and COVID-19 Protocols and Guidelines Manual will serve as a resource for ensuring their safety. If a student deems it unsafe to return to the classroom and/or clinical site rotation, they may choose to sit out



and return to the RN program within one year. Students who have an immunocompromised family member with whom they reside may choose to sit out and return in one year or attend class with additional Personal Protective Equipment worn during the classroom or clinical (i.e. gown, face shield, mask, and gloves). The student must make the decision they feel best meets their needs. Student temperatures will be monitored upon arrival in the nursing building. Any febrile ( $\geq 100.4^{\circ}\text{F}$ ) student will follow the policy and guidelines outlined in the NWCC Health and Safety Return Plan and COVID-19 Protocols and Guidelines Manual.

### ***Possible or Positive COVID-19 Exposure***

For any student who is ill, they should remain at home and notify the COVID-19 Counselling Center (662-562-3320) or mkelsay@northwestms.edu and a course faculty member. The student is to follow the guidelines according to the NWCC Health and Safety Return Plan and COVID-19 Protocols and Guidelines Manual. Any student who provides documentation of a positive COVID-19 result will not be penalized because of this illness. The faculty will work with a COVID-19 positive student to meet both the didactic and clinical requirements required for the course. The student must understand any absence from class and/or clinical must be completed to receive credit for the course. A student may receive an incomplete grade until the course requirements are completed. The student must complete the assignments within the time frame designated by the faculty member and Director of Nursing.

### ***Entering and Exiting the Nursing Building***

The Nursing II, III, and IV students will enter and exit the Nursing Building by way of the stairway in the front entrance on Porter Street. The Nursing I students will enter and exit by way of the front basement door. Due to clinical agency guidelines, the student's temperature will be scanned by a faculty member upon arrival to the nursing building. If the student is afebrile ( $\leq 100.3^{\circ}\text{F}$ ), the student is to report to the appropriate classroom and sign the roll. If febrile ( $\geq 100.4^{\circ}\text{F}$ ), the student will be referred to the COVID-19 Counselling Center (662-562-3320) or mkelsay@northwestms.edu. Once class time is concluded, students are to exit the Nursing Building. Gathering in groups is prohibited within the building before, during, and after class.

### ***Testing Policy***

Policies regarding testing remain the same with the exception they may be given remotely using technology.

### ***Remote Testing Student Instructions***

These instructions serve as the guideline for students to follow in order to be able to remotely test. If the guidelines cannot be met notify your course coordinator as soon as possible. Students will have to prepare their environment prior to exam time. Please be diligent in the adherence to the instructions below. Each student is responsible for providing themselves with a quiet and distraction free environment and maintaining that environment throughout the testing period as not to distract other testers in your 'virtual room'. Students are responsible for any/all consequences for inability to maintain this distraction free quiet environment.

These are the recommendations from faculty regarding testing environment.

- A room that has a door that can be closed and minimal ways to access
- A quiet area of the home
- A surface/desk that is free from clutter and that can be made completely clear

- Access to electrical outlets to charge phone and computer while testing
- Close proximity access to internet source as able

**\*\*Prior to exam time all students should tend to elimination needs. Unable to allow students up during exam due to testing security. \*\***

This exam will be recorded. Please be aware of any non-verbal behavior such as extreme moves or gestures that can be perceived as cheating. Faculty will monitor students throughout the exam to ensure a secure testing environment. The environment must remain silent.

### **Steps for exam time**

1. Log into zoom meeting via cellphone- student phone must remain on-DO NOT MUTE
2. Identify self to faculty using NWCC ID badge (must be shown)
3. Testing surface to be free of any items except computer
4. 360° scan of room in unison awaiting verbal instructions from faculty (estimate 20 minutes for this).
  - Show testing surface
  - Show under computer
  - Show behind computer screen (i.e. like a desk)
  - Show under desk or surface computer is sitting on
  - Show up to 2 blank scratch pages front and back to faculty
  - Show #2 wooden pencil or pen to faculty for approval
  - Pan room
  - Show all doorways/ all doors must be shut
  - Show ceiling area
  - Cover any mirrors in room
  - Must be alone in room
  - No food or drinks
  - No other electronic devices on in room- (TV, stereo, etc.)
  - Environment quiet- no music, voices, etc.
  - Must ensure 2 hours of uninterrupted quiet time (no one coming in and out)
  - No smart watches
  - Place phone horizontally at angle for faculty to see student and side of computer screen. Ensure phone is on silent mode/do not disturb for ringing/email/texts

**During test security portion each student must get a verbal ok from faculty that their environment is satisfactory before proceeding to exam.**
5. Log into Canvas.
6. Log into Respondus Lockdown.
7. Select correct exam.
8. Await faculty to provide password.

9. Enter password and take exam as outlined in testing policy. Calculator will be activated on your screen to use for calculations. No other calculators will be allowed.
10. Once exam submitted remain on score screen and remain quiet until exam is over and receive instructions from faculty.
11. Faculty will announce when rationales may be viewed (15 minutes.)
12. Log off computer and await instructions from faculty.
13. Show all scratch paper used to faculty then destroy by tearing up.
14. Submit queries in email within 1 hour of exam.

**Procedure in the event of being kicked-off exam**

1. Indicate on scratch paper what issue you are having.
2. Hold paper up to camera for faculty to see.
3. Faculty will give instructions on how to proceed.
4. Please remember to keep environment quiet as others are still testing.