



Hinds Community College
Nursing and Allied Health
Student Manual

Revised Fall 2009

Hinds Community College Nursing and Allied Health Student Manual

Preface

The purpose of the Nursing and Allied Health Student Manual is to provide students enrolled in a health professions program important information that is specific to nursing, allied health, and short-term health related programs. This manual is compiled and published through the cooperative efforts of the instructors, program chairs and directors, and administrators of the nursing and allied health programs.

The NAH Student Manual is used as a supplement to the College Catalog and Student Handbook. All of these documents are also available on the College website www.hindscc.edu. Programs will provide more information in course syllabi and program handbooks.

Instructors and administrators reserve the right to change any guidelines and procedures as necessary. Written notification to the students and applicants approved for admission is sufficient to effect change.

Mission and Goals for Nursing and Allied Health Programs

Mission Statement

The mission of the nursing and allied health programs is to prepare individuals to be competent, caring, health care professionals.

Goals

1. Provide academic courses that support existing nursing and allied health programs and foster articulation to higher degree programs.
2. Provide health care programs to prepare students for employment in the changing health care environment.
3. Provide essential technology necessary for students to gain competency in the entry and retrieval of information from electronic networks.
4. Promote inter-disciplinary teaching/learning experiences among nursing and allied health programs.
5. Provide health related continuing education programs for unemployed, employed, or underemployed adults who need training or retraining, or who can otherwise profit from the programs.
6. Promote a student-centered focus that includes recruitment, advising, admission support, instruction, and retention activities.
7. Promote activities that enhance the quality of life of students, faculty and staff.
8. Promote caring, wellness, leadership, community awareness and cultural sensitivity.

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Student ID Badges

Student identification badges must be worn at all times on campus and at all clinical sites. ID badges should be made in Student Services Office during the first two weeks of school. Penalties for not wearing the ID badge are described in the current College Student Handbook.

Smoking

Smoking is not permitted in any building at Hinds Community College. No Smoking Zones are also designated at any building entrance at the NAHC. A map designating approved smoking area is available on the Hinds Community College web site: www.hindscc.edu. Students must also properly dispose of cigarettes. Penalties for smoking outside designated areas and for littering are described in the current College Student Handbook. Smoking guidelines of each clinical agency must also be observed.

Parking

All students are required to purchase a parking decal. They can be purchased from the Cashier on any College campus. Police Officers will issue tickets for parking violations after the second week of each semester. Vehicles parked on the street will be ticketed by the respective police departments. A temporary decal may be issued for up to five days if a student has to drive a different vehicle from the one registered.

Attendance Requirements

Policy and procedure related to attendance will be implemented according to the college catalog and student handbook. These attendance requirements will apply to classes, laboratories and clinical experiences (see current Hinds Community College Catalog and Student Handbook "Attendance-Withdrawal Policy"). One excused clinical absence will be allowed without a required make-up experience. All other clinical absences will require a make-up experience. The make-up experience will be scheduled at a time designated by and at the discretion of the program faculty and will depend on available clinical facilities and faculty supervision.

Disability Services

Students with documented disabilities may apply to the Office of Disability Support Services at the campus they attend, to determine eligibility for educational accommodations. Contact information is available in the College Student Handbook.

Dress Code

Students are expected to dress appropriately at all times, in a manner that does not offend other individuals, and does not violate disciplinary regulations related to indecent or obscene expression. Students enrolled in nursing and allied health courses with lab and clinical requirements must meet the dress codes of affiliating agencies. Dress code information will be provided by each program in course syllabi or in a program appendix to the NAH Student Manual. Violation of dress code guidelines and procedures can result in disciplinary action.

Class/Clinical Variation

Class and clinical days and hours may vary from those stated in the College Catalog and Registration Schedule in order to meet student and program needs. This schedule will not exceed the maximum course hours required by the college. Schedule changes will be made available to the student as soon as possible.

Use of Communication Devices

The office phones are to be used only for emergencies. A public phone is available in the lobby of Anderson Hall. There may be no use of audible beepers or any communication devices in the classroom or clinical setting. (See Student Handbook for description of penalties.)

Students may use a personal digital assistant (PDA) in clinical if allowed by the specific program. Use of a PDA should be limited to use as reference and to record information. Under no circumstances can a PDA be used to record conversations or to take pictures. Confidentiality rights must be protected.

Messages for Program Instructors or Program Chairs

Instructors or program chairs can be contacted by phone at the main campus number, by direct office line, or by e-mail. Emergency messages can be left with the program chair or faculty secretary. Instructors will provide emergency contact information.

Student Employment

For educational reasons, the full-time student should not be employed more than 16 hours per week. Failure to meet class requirements, fatigue and sleepiness can lead to omissions in learning and errors in performance which can result in failure in the course. Class and clinical schedules and assignments should have priority over work hours. Work hours cannot be used as an excuse if they cause a class or clinical absence or tardy. Students who work are not permitted to wear the school uniform or any identification related to the HCC student role while on the job.

Clinical Requirements

All Clinical Requirements must be completed by the health profession program's designated date. This includes the NAH Health Record Packet and Background Record Check. A copy of the health record packet can be found on the Health Related Professions page of the Hinds CC web site: www.hindscc.edu. Information on the Background Record Check can be found later in the manual. Students who have not met requirements will not be allowed to begin or progress in theory, laboratory, or clinical courses. For students admitted to a new program, failure to submit the clinical health requirements on the due date will result in loss of placement. For students who are continuing in a program, failure to submit clinical health requirements on the due date will result in disruption in progression. Attendance guidelines will be enforced.

CPR Certification

Students in all programs except Health Information Technology are required to maintain current Healthcare Provider CPR certification issued by the American Heart Association. Other CPR courses, including the American Red Cross Community and first aid courses, do not meet the requirements of some affiliating agencies; therefore, they will not be accepted.

Drug and Alcohol Abuse Guidelines

All students in nursing and allied health programs are required to meet the Drug Free Environment Statement as published in the College Student Handbook, and the Nursing and Allied Health Drug and Alcohol Abuse Policy as published in the Admission for Nursing and Allied Health Programs section of the College Catalog.

Emergency Plans

Students should remain alert to emergency situations. Emergency procedures for the college are included in the College Catalog and Student Handbook. Emergency information is also available on the College web site under Eagle One Alerts; see www.hindscc.edu. Emergency plans for clinical agencies are included in the orientation to the clinical agency.

Student Emergency Messages

Students should inform day care centers or family members of the name of the program in which they are enrolled and the phone number of the campus location. Personnel will locate a student for emergencies only.

Complaint Procedure for Nursing and Allied Health Programs

If a student has a specific complaint about the student learning environment or program procedures/guidelines, the following steps should be taken:

1. Discuss the complaint with the appropriate faculty member, staff member, or administrator.
2. If the issue is not resolved, the student should put the complaint in writing and present it to the appropriate director/chairperson of the program.
3. The director/chairperson will direct the student on the next step to take.
 - a. This could include referring the written complaint to the appropriate person for a reply.
 - b. If the complaint is related to a program procedure, the director/chairperson will reply to the student complaint within five (5) working days.
4. If the issue is not resolved to the satisfaction of the student, the student may appeal in writing to the appropriate Assistant Dean and/or Dean, Nursing and Allied Health. The dean will respond to the complaint within five (5) working days.
5. If the issue is still not resolved to the satisfaction of the student, the student may continue to follow the Complaint Procedure for Students as published in the College Student Handbook (www.hindscc.edu).
6. No adverse action will be taken against a student for filing a complaint.

Chain of Command for Communication and Due Process – Nursing and Allied Health Programs

Student → Faculty Member → Program Director/Chairperson → District Director (if applicable) → Assistant Dean → Dean, Nursing and Allied Health → Vice President → President

Health and Insurance Services

A description of health services is available in the College Catalog and Student Handbook. Students are responsible for payment of all medical and emergency services provided for the student. Students are encouraged to have medical insurance. Information on an available policy for student purchase can be found in the Administration offices or counseling offices.

In addition, students in the health related professions are required to pay fees for accident and liability insurance each semester. Students who are involved in an accident during a school activity should contact their program chair immediately for reporting and claim information. Students who have any questions about liability coverage should discuss the issues with the program chairperson.

Exposure to Hazardous Materials

Students in nursing and allied health programs may be exposed to hazardous materials while participating in campus lab or clinical experiences. Students are required to attend an information session regarding exposure control at least annually. Penalties for failure to follow exposure control procedures can result in termination of student privileges at the clinical facility and disciplinary action through the College. Students who have an exposure are required to complete specific college documents. The student should report any exposure to the clinical instructor and program chairperson. Students are responsible for following any recommendations of the clinical affiliate or program representatives. (See Student Guidelines Regarding Blood-Borne Pathogens.) The student is also responsible for payment of any medical or emergency services. (See Health and Insurance Services.)

Exposure to Latex

Students may be exposed to equipment, supplies, and/or an environment that contains latex. Exposure to latex may cause an allergic reaction in individuals with this type of sensitivity. Students are responsible for documenting any allergies in their health records, and will be responsible for supplying latex-free equipment and supplies to meet program requirements.

Student Guidelines Regarding Blood-Borne Pathogens

In order to ensure that all students who are enrolled in a nursing or allied health program at Hinds Community College are sufficiently protected from risk due to exposure to blood-borne pathogens, the following stipulations will be adhered to:

1. Students, prior to laboratory and/or clinical learning assignments, must validate by signature that they have been informed of the blood-borne pathogen standard and all components involved. Students must attend educational seminars on HIV/HBV (the disease, its transmission and means of preventing infection).
2. Students will identify tasks that have potential for exposure to blood-borne pathogens and appropriately select and use the personal protective equipment to minimize exposure.
3. Students, prior to clinical learning assignments, must provide proof that they have received the Hepatitis B vaccine, or have signed and submitted a declination statement to the Department Chairperson.

Background Record Check

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any nursing or allied health program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding background checks. Students must submit a background check, based on fingerprints, that confirms that the affiant has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult.

The background check must have been completed prior to admission to a program of study or prior to clinical courses, as defined by the program. Students who have a current background clearance processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program chair/director. If a background clearance expires during a student's program of study, the student must repeat the background check. Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior.

Students may be required to participate in additional screening such as the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE) as required by clinical agencies.

Procedure for Students who have a Current Background Clearance

1. If the student has a Suitability for Employment letter, they will be required to:
 - a. submit the original Suitability for Employment letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - b. have the original Suitability for Employment letter available while participating in any clinical experience, including any clinical orientation day.
2. If the student has a Non-suitability for Employment document from MSDH, but has a clearance letter from a employing agency, the student will be required to:
 - a. submit the original letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - b. have the original letter, along with a copy of the rap sheet, available while participating in any clinical experience, including any clinical orientation day.
3. If the student receives a letter denying permission to participate in clinical, the student will be denied either admission or progression in any nursing or allied health program of study.

Procedure for Obtaining a Background Check

1. Student will contact the Student Records Clerk at the Nursing/Allied Health Center (601.371.4806) to schedule fingerprinting at the University of Mississippi Medical Center Human (UMC) Resources Department. Please note: an appointment is required for fingerprinting.

UMC is located at 2500 N. State Street in Jackson, MS. (Campus Directions: Turn off N. State Street onto the main campus; turn right into the entrance marked Parking Garage A. Upon exiting the garage, follow the covered walkway next to the School of Nursing and enter through the main entrance - two glass sliding doors. Go to the first office door to the right, which will be marked Fingerprinting and Drug Screening. Proceed to the office on the left with a half window. Anyone at the window will be able to assist you.)
2. Student will take a money order for fifty dollars (\$50.00) to pay UMC for the background check. (Student should maintain the cash receipt until a report is received from UMC.)
3. Student will receive either a Suitability for Employment letter from UMC or a Determination of Non-suitability for Employment in a Health Facility from the Mississippi State Department of Health (MSDH).
4. If the student receives a Suitability for Employment letter, they will be required to:
 - a. submit the original Suitability for Employment letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - b. have the original Suitability for Employment letter while participating in any clinical experience, including any clinical orientation day.
5. If the student receives a Non-suitability for Employment document from MSDH, the student will be required to contact UMC Human Resources Department to make an appointment regarding obtaining clearance for clinical practice.
6. If the student receives permission to participate in clinical the student will be required to:
 - a. submit the original letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - b. have the original letter along with a copy of the rap sheet, available while participating in any clinical experience, including any clinical orientation day.
7. If the student receives a letter denying permission to participate in clinical, the student will be denied either admission or progression in any nursing or allied health program of study.

Confidentiality of Clinical Records

Students will be utilizing confidential information in clinical settings from both clients, patients, and the affiliating clinical agency. This information can include, but is not limited to, written records, electronic records, verbal communication, policies, procedures, and guidelines. This information cannot be disclosed to anyone, except those approved through clinical and program policies and procedures. Violations of the policies and procedures can result in termination of student privileges at the clinical facility, legal recourse, and disciplinary action through the College. Students should contact their faculty member or program chair for any questions.

Ethics for the Health Care Professional

Students enrolled in health related programs at the Nursing/Allied Health Center are expected to conduct themselves with integrity and honesty at all times. Cheating, lying, stealing, misrepresentation, false documentation, or any other form of dishonesty in the class or clinical area will be cause for immediate disciplinary action.

Eight Cardinal Rules of Academic Integrity

1. Know Your Rights. Do not let other students in your class diminish the values of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. Acknowledge Your Sources. Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.
3. Protect Your Work. In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Avoid Suspicion. Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
5. Do Your Own Work. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.
6. Never Falsify A Record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
7. Never Fabricate data, citations, or experimental results. Many professional careers have ended in disgrace, even years after the fabrication first took place.
8. Always Tell The Truth when discussing your work with your instructor. Any attempt to deceive may destroy the relationship of teacher and student.

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Student Conduct

Students are expected to follow all College rules related to conduct as described in the College Student Handbook. Students must also follow all clinical agency rules and regulations.

Accountability

Students enrolled in the Hinds Community College Nursing and Allied Health programs are expected to exhibit individual responsibility and accountability in their personal, clinical, and academic performance. The following behaviors are examples of conduct that will result in the implementation of disciplinary procedures as described in the current College Student Handbook:

1.
 - a. Cheating (including copying all or any portion of another student's paperwork and presenting it as one's own for class assignment or clinical assignment in actual reproduction or plagiarized format).
 - b. Lying.
 - c. Behaviors that disrupt teaching with detrimental effects upon students and agency personnel.
 - d. Use of client's medication for self or others.
 - e. Illegally gaining and distributing drugs.
 - f. Being under the influence of mind altering substances, i.e., narcotics, hallucinogens, or alcohol during class, campus learning lab, or clinical learning activities.
 - g. Failure to respect policies of health agencies used for clinical learning.
 - h. Illegal attainment of client possessions or client care items.
 - i. Possession of test questions outside of a testing situation, unless supervised by an instructor.
 - j. Failure to adhere to the guidelines for use of PDA's in clinical.
 - k. Falsification of documentation.
 - l. All other violations as stated in the College Student Handbook

Review the College Student Handbook for Disciplinary Regulations and Procedures.

Guidelines for Campus Learning Labs, Computer Learning Center, and Library

1. Only students enrolled in Hinds Community College are allowed to use the campus learning labs, computer labs, and library.
1. Students may not bring their children to any learning lab, computer lab, or the library.
2. Students may only use these facilities during posted hours, unless special advanced permission is obtained.
3. Noise should be controlled.
4. No eating or drinking is allowed.
5. Good housekeeping is the responsibility of everyone using the lab or library facilities.
6. No articles can be removed from the lab or library facilities without authorization from a program chairperson, learning lab manager, or computer lab/library personnel.
7. Students participating in learning activities that involve touching of another human's body must maintain program standards and guidelines.
8. Simulated experiences should be implemented as if working in a real-life situation; simulation equipment and any other models should be treated with the same respect as a real-life client.
9. Tape recording or dubbing of media is not allowed - this is against the law.
10. Students may not participate in unauthorized filming and/or picture taking in any setting by personal camera and/or cell phone.
11. If a student is scheduled for any mandatory practice or skill evaluation, and will be absent or tardy, the student must contact the appropriate program faculty member, chairperson, or learning lab manager.
12. Violation of any of these guidelines may result in disciplinary action.

Program of Study Requirements

Students must meet all components of the program of study according to the College catalog published when the student was admitted to a program. Students are responsible for verifying course substitution approval through the Office of Records and Admissions. Program of Study requirements can change if the student is readmitted, defers admission or progress, or is notified in writing of changes approved by the College Instructional Affairs Committee.

Graduation Procedures

It is the student's responsibility to meet College requirements for graduation as stated in the current College Catalog.

A combined graduation and pinning ceremony is held for all graduates of nursing and allied health programs. Dates for the ceremonies and other important information will be provided in a letter from the District Admissions and Records Office after the student completes the graduation application.

Course Failure

Students who fail a health program course are required to meet with the program chairperson to complete an exit interview.

Course Withdrawal Procedures

Approved dates for withdrawal are published in the College catalog and will be strictly enforced. Withdrawal from a nursing or allied health course is a two-step process. If a student wants to withdraw from a course(s), the student must begin the process with the program chairperson by completing an exit interview form. The student must then see a counselor/clerk in the Student Services Office/Admissions Office to complete a course withdrawal form. If the student is current with all fees, has no restrictions, and has not been dropped with an "F" for excessive absences, the withdrawal can be completed.

Scholastic Probation and Suspension

Students must maintain at least a 1.75 GPA during any semester. Failure to do so will result in scholastic probation. Students placed on scholastic probation must enroll in EDU 1413, Improvement of Study. This course is designed to improve study habits and academic success. Students placed on scholastic suspension must follow college policies and procedures regarding enrollment requirements. (See College catalog for the most current policies, procedures, and requirements.)

Procedure for Readmission of Students

I. General Readmission Criteria

- A. An Exit Interview Form must be completed and signed by a faculty member and the student.
- B. A written request for readmission must be submitted to the program director/chairperson or to the readmission committee at least 15 days prior to the date of desired readmission.
- C. Written permission for review of all records must be submitted to the program director/chairperson or to the readmission committee.
- D. Students must be free from any College restrictions.
- E. Students must attend a scheduled interview when requested. A student may be interviewed if a record of disciplinary action (demerits) exists, or at the recommendation of the program director/chairperson. Readmission will be denied if a student does not cancel or does not show for a scheduled interview.
- F. Readmission will be granted depending on available space.
- G. A student who is readmitted to the first semester of a program, but has been out of the program for one or more admitting periods, will have his/her name placed at the end of the list of students eligible for program admission and/or must meet current admission requirements.
- H. A student will not be allowed credit for previously completed coursework if the student has been out of the program of study for more than one year.
- I. A student who is readmitted after the first semester of a program of study must meet all the program requirements as listed in the College Catalog at the time of initial admission.
- J. Students may be required to meet additional program requirements necessary to fulfill college policy, program accreditation or clinical affiliation requirements.
- K. Students may be required to successfully complete action plans for improvement as a criteria for readmission.

II. Readmission Categories

- A. A student is allowed one readmission within the following categories:
 1. Readmission by recommendation: A student may be approved for one program readmission, based on the recommendation of the program director/chairperson and review by the Readmission Committee Chairperson.
 2. Readmission with interview: This readmission request must be approved by the NAH Readmission Committee. Students who have not previously applied for a program readmission, but are required to be interviewed for any reason must be interviewed by the readmission committee.
- B. A student can also request readmission consideration within the following categories:
 1. Readmission by exception: This readmission request must be approved by the NAH Readmission Committee and may require an interview. A student may apply for readmission by exception based on the following criteria:
 - a. A student who withdraws with a "C" average or higher in theory and satisfactory clinical performance, and has extenuating circumstances which have been documented with the program chairperson/coordinator at the time of occurrence. (Examples:

- personal illness, pregnancy, accident or death in family.)
- b. A student who withdraws with a “D” or “F” average in theory prior to mid-term, and has extenuating circumstances which have been documented with the program chairperson/coordinator at the time of occurrence. (Examples: personal illness, pregnancy, accident or death in family.)
2. Readmission for graduating semester or term: This readmission request must be approved by the NAH Readmission Committee and may require an interview. A student who has been unsuccessful in the graduating semester or term, due to attendance, disciplinary violations, or classroom/clinical performance (withdrew with a “D” or “F” average or unsatisfactory performance in clinical or who completed the course with a grade of “D” or “F” in either theory or clinical practice) may apply for readmission for the graduating semester or term.