



*Hinds Community College*  
*Nursing and Allied Health*  
*Student Manual*

*Revised December 2017*

# **Hinds Community College Nursing and Allied Health Student Manual**

## **Preface**

The purpose of the Nursing and Allied Health (NAH) Student Manual is to provide students enrolled in a health professional 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 faculty, program director/chairperson, 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](http://www.hindscc.edu). Programs will provide more information in course syllabi and program handbooks.

Faculty and administrators reserve the right to change any guidelines and procedures as necessary. Written notification to currently enrolled students and applicants approved for admission will be provided for any changes.

## **Mission and Goals for Nursing and Allied Health Programs**

### **Mission Statement**

The mission of the nursing and allied health programs, through the combined efforts of students, administration, faculty and staff, is to prepare individuals to be competent, caring healthcare 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.

## **Nursing and Allied Health Civility Statement**

Faculty, staff, and students are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved.

All Hinds Community College employees, students and visitors are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved. In order to achieve positive outcomes, employees and students are expected to be professional at all times, demonstrating accountability and responsibility in their actions, and to foster an environment free of distractions or disruptions. Inappropriate behaviors will be addressed in accordance with college policies, procedures and guidelines.

## **Hinds Community College Notice of Non-discrimination Statement**

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Tyrone Jackson, Vice President for Utica Campus and Administrative Services and District Dean of Student Services & Title IX Coordinator Box 1003, Utica, MS 39175

Phone: 601.885.7002 or Email: [titleIX@hindsgcc.edu](mailto:titleIX@hindsgcc.edu)

34175 Hwy. 18, Utica, MS 39175  
601.885.7002

Box 1100 Raymond Campus (Denton Hall 221), Raymond, MS 39154  
601.857.3232

## **Hinds Community College Disability Support Services Statement**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

- Rankin Campus Carol McLaurin 601.936.5544
- Raymond Campus Mark Palmer 601.857.3646
- Jackson Campus-ATC Dr. LaToya Reed 601.987.8148
- Jackson Campus-NAHC Cooper McCachren 601.376.4803
- Utica Campus Michele Bouldin Sylvia Walker 601.885.7043
- Vicksburg-Warren Campus Raina Deer 601.629.6807

**Hinds Community College  
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Student Manual  
Table of Contents**

Preface.....	2
Mission and Goals for Nursing and Allied Health Programs .....	2
Nursing and Allied Health Civility Statement .....	3
Hinds Community College Notice of Non-discrimination Statement .....	4
Hinds Community College Disability Support Services Statement .....	4
Learning Environment .....	8
Student ID Badges .....	8
Complaint Procedures.....	8
Chain of Command for Communication and Due Process for Nursing and Allied Health Programs .....	8
Duplication of Records.....	8
Student Accountability and Conduct .....	9
Accountability.....	9
Accountability Guidelines.....	9
Rules and Regulations for Conduct in Campus Classrooms, Campus Learning Labs, Computer Learning Center, Ball Simulation Center, and Learning Resource Center (LRC) .....	11
Documentation of Accountability and/or Conduct Violations .....	11
Smoking/Tobacco .....	12
Parking .....	12
Class/Clinical Variation .....	12
Clinical Attendance and Progression .....	13
Dress Code .....	13
Use of Communication and Other Electronic Devices.....	13

Messages for Program Faculty, Directors/Chairs .....	14
Student Emergency Messages.....	14
Emergency Plans.....	14
Clinical Requirements.....	14
CPR Certification.....	14
Health and Insurance Services .....	15
Drug and Alcohol Abuse Guidelines .....	15
Drug Screen Procedures.....	15
Background Records Check.....	17
Student Employment.....	17
Counseling and College Student Assistance Program .....	17
Exposure to Hazardous Materials .....	17
Student Guidelines Regarding Blood-Borne Pathogens and Tuberculosis Training.....	18
Confidentiality of Client Information/Clinical Records.....	18
Social Networking Warning.....	18
Ethics for the Health Care Professional .....	19
Eight Cardinal Rules of Academic Integrity.....	19
Test Item Security Guidelines.....	20
Rounding of Final Grades.....	20
Simulation Experiences and Videography.....	20
Program of Study Requirements.....	21
Federal Student Aid.....	21
Course Failure.....	21

Course Withdrawal Procedures.....	21
Scholastic Probation and Suspension.....	21
Graduation Procedures.....	22
Procedure for Readmission of Students.....	22
Learning to Learn Camp.....	24
Letters of Good Standing.....	24

## **Learning Environment**

Students should strive to contribute to the overall learning environment by limiting excessive noise and other distracting behaviors outside classrooms, campus labs, student study areas and faculty work areas. At no time should students gather and/or sit in hallways or other areas so as to obstruct traffic. Students may not bring their children to campus. See Nursing and Allied Health Civility Statement and Guidelines for Conduct in Campus Classrooms, Campus Learning Labs, Computer Learning Center, Ball Simulation Center, and Learning Resource Center (LRC).

## **Student ID Badges**

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

## **Complaint Procedures**

Information related to complaints is available in the College Student Handbook; see Grievance Procedure for Students. The handbook is available on the College website – [www.hindsc.edu](http://www.hindsc.edu). Faculty and administrators welcome feedback and concerns. A formal complaint should be filed using the procedures in the College Student Handbook. Students receive an email each semester from the District Dean of Students related to the College Complaint procedure.

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

To facilitate timely response to complaints or other issues, students should follow the chain of command for communication and due process:

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

## **Duplication of Records**

Students should keep copies of any documents that are submitted to the College. If a student needs a copy of a document from their permanent record, the student must submit the request in writing to include the specific record(s). Copies of documents will cost \$1.00 per page. A student can inspect and review their record, without a fee, upon written request. Although most documents can be provided within a few days, the College will comply with the request within 45 days of receipt of the request.



## **Student Accountability and 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. Students should also be aware that engagement in illicit activities and/or behaviors outside of the Hinds Community College setting could be detrimental to successful completion of one's chosen program of study, future licensure/certification and/or employability.

### **Accountability**

Nursing and Allied Health Students are expected to exhibit individual responsibility and accountability by demonstrating high standards of ethical and professional behavior in all educational and clinical settings including, but not limited to:

1. Classroom-based settings (e.g., classrooms, lecture halls, laboratories, online and technology-based classes);
2. Professional and clinical sites that are part of the learning program (e.g., hospitals, clinics, community health centers, schools, ambulatory settings, Ball Simulation Center, and study abroad);
3. Other settings not part of the formal learning program but which contribute to the learning process (e.g., student organizations and governance structures, interactions with HCC and non-HCC Professional Program administrators, faculty and staff of the College, or any other member of the campus community).

### **Accountability Guidelines**

These guidelines are intended to guide the ethical and professional behavior of students studying in the HCC NAH Programs and not intended to directly guide or address behavior that is a part of a student's private life. Unethical and/or unprofessional behavior may come to the attention of Hinds Community College in several ways and become the focus of an investigation or disciplinary referral in the following circumstances:

1. Conduct may be reported to a member of the faculty or administration from a variety of sources raising concern about a student's capacity to continue their studies. If such reported conduct raises a concern about the safety of the student, the safety of others, or includes behavior that could indicate an issue with judgment or moral, ethical, or personal values, that would preclude satisfactory functioning in the chosen discipline, an investigation may be conducted and action taken on the basis of the investigation.
2. If a student has been charged with a criminal offense between the time the student submits an application and the time the student begins a program at school, or at any time while a student at Hinds Community College, the student must inform the program director/chairperson of the charges immediately. If the College later discovers that a student withheld disclosure of a criminal charge, the student may be subject to immediate dismissal from the program. Due Process will be followed for students in all cases.
3. HCC NAH students are expected to hold themselves to the highest standards of ethical and professional conduct at all times. As part of their education, students must begin to practice behavior that they will uphold for the rest of their professional lives. While not

all-inclusive, examples of unacceptable ethical and professional behavior include, but are not limited to, the following:

- Lack of honesty (e.g., lying about, misrepresenting, or not reporting information about care given, clinical errors, or any action related to clinical functions; acting outside the scope of his or her role in a clinical, academic, professional, or administrative setting; 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)
  - Lack of integrity (e.g., illegally gaining and distributing drugs; illegal attainment of patient possessions or patient care items)
  - Failure to demonstrate professional demeanor or concern for patient safety (e.g., use of offensive language and gestures, being under the influence of alcohol or drugs in the educational or clinical setting; use of patient's medication for self or others)
  - Unmet professional responsibility (e.g., not contributing to an atmosphere conducive to learning due to poor attendance, punctuality issues, and/or distracting or insensitive behavior in class, lab, or clinical; poor personal hygiene; needing continual reminders to complete responsibilities in a timely manner; not responding to requests [written, verbal, e-mail, telephone] in a timely manner; breaching patient confidentiality)
  - Exhibiting disruptive behavior (e.g., pushing; punching; throwing things; making inappropriate gestures; threats; verbal intimidation; language that belittles or demeans; negative comments with racial, ethnic, religious, age, gender, or sexual overtones; making impertinent or inappropriate written entries in the medical record; or making statements attacking students, faculty, or staff).
  - Lack of effort toward self-improvement and adaptability (e.g., resistant or defensive in accepting constructive criticism; remaining unaware of one's inadequacies; resisting considering or making suggested changes to improve learning, behavior, or performance; not accepting responsibility for errors or failure; abusive or inappropriately critical or arrogant)
  - Lack of respect for cultural diversity (e.g., inappropriate behavior with respect to age, culture, race, religion, ethnic origin, gender, sexual orientation).
  - Exhibiting poor relationships with members of the health care team (e.g., not functioning appropriately within the health care team or not demonstrating the ability to collaborate with fellow students, staff)
  - Exhibiting poor relationships with patients and families (e.g., insensitive to the patient's or family's needs, inappropriate personal relationships with patients or members of their families; lack of empathy)
  - Failure to maintain and safeguard the confidentiality of patient and research participant information, including paper and electronic records, verbal communications, and social networking and electronic media sites
4. All other violations as stated in the HCC Student Handbook. Review the College Student Handbook for Disciplinary Regulations and Procedures.

## **Rules and Regulations for Conduct in Campus Classrooms, Campus Learning Labs, Computer Learning Center, Ball Simulation Center, and Learning Resource Center (LRC)**

1. Only students enrolled in Hinds Community College are allowed to use the campus classrooms, campus learning labs, computer labs, and Learning Resource Center (library).
2. Students may not bring children to any class, learning lab, computer lab, or the LRC. Students cannot bring children to the campus, to leave in any areas, including, but not limited to the library, student lounge, or personal vehicles.
3. Students may only use College facilities during posted hours, unless special advanced permission is obtained.
4. Noise should be controlled.
5. No eating or drinking is allowed.
6. Good housekeeping is the responsibility of everyone.
7. No articles can be removed any areas without authorization from a program director/ chairperson, learning lab manager, or College computer lab or Learning Resource Center personnel.
8. Students participating in learning activities that involve touching of another human's body must maintain program standards and guidelines.
9. 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 and confidentiality as a real-life client.
10. Duplication of media is not allowed - this is against the law.
11. Students may not participate in unauthorized filming, audio recording, and/or picture taking in any setting by personal camera, cell phone or other device.
12. If a student is scheduled for any mandatory practice or skill evaluation, and will be absent or tardy, the student must contact the appropriate faculty member, program chairperson/ director or learning lab manager.

### **Documentation of Accountability and/or Conduct Violations**

Documentation of accountability and/or conduct violations will include the following, in addition to College disciplinary procedures.

1. Behavior that is of concern but that may be remediated through a single discussion. Documentation will include a conference report and/or a disciplinary warning.
2. Behavior that requires a formal process for remediation, for example, situations in which a student has exhibited significant and/or serious behavior problems that do not warrant suspension or expulsion, but need to be corrected. Documentation will include a Professionalism Concerns Report and/or a disciplinary warning.
3. Egregious, Unethical, or Unprofessional Behavior – Behavior requiring immediate action by the program director/chairperson through disciplinary referral to include a Professionalism Concerns Report and a recommendation for interim suspension or expulsion from the program and/or College. Documentation will include a Professionalism Concerns Report and a disciplinary referral.

## **Smoking/Tobacco Use**

Effective January 1, 2015, Hinds Community College declared all campuses tobacco-free. The use of all tobacco and smoking products to include cigarettes (also electronic), cigars, pipes, and dipping products inside and outside of any facility owned or operated by the College are not permitted. This includes college owned vehicles, sidewalks and parking lots. Penalties for smoking and littering are described in the current College Student Handbook. The Tobacco-free Campus policy is part of the college's commitment to creating a healthy and productive environment for students, employees and visitors of our campus community. Smoking guidelines of each clinical agency must also be observed.

## **Parking**

All students are required to purchase a parking decal which can be purchased from the Cashier on any College campus. Police Officers will issue tickets for parking violations or moving violations on campus. 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.

Students with a documented disability may park in the designated parking spaces. Students must request a permission card from the Administration Office, by bringing documentation of disability and the number on your handicap tag or decal. Students cannot utilize a disability designated parking space based on a tag or decal that is registered in another name. Tags/decals will be verified by the police office. The permission card must be posted in the left front window of the vehicle.

Student Traffic Citation Appeals are handled differently on each campus. Appeals forms are available in the following locations:

Nursing/Allied Health Center	Student Services Office (Anderson Hall, 1 <sup>st</sup> Floor)
Rankin Campus	Student Services Office (Administration-Classroom Bldg.)
Vicksburg Campus	Dean's Office (Banks Administration Bldg.)

## **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. Scheduled changes will be made in writing in the format identified by the program. The changes should not conflict with other class schedules. If a conflict occurs, the student should contact the program director/chairperson.

## **Clinical Attendance and Progression**

Clinical attendance is vital to the educational experience and absences can have profound repercussions. If make-up time or preceptors are not available, absences could result in an incomplete grade. 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.

If any clinical agency does not allow a student to participate in clinical experiences, the student may not be allowed to attend clinical at other clinical agencies.

## **Dress Code**

Students, faculty, staff and guests of Hinds Community College shall dress in a manner appropriate for an institution of higher education. Clothing that is in any way controversial, provocative, and/or revealing shall not be worn. If poor judgment is exercised in the manner of dress or grooming, students, faculty, staff and guests may be asked to leave campus by any college official. Punitive actions may be imposed. Refer to current HCC Student Handbook.

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.

## **Use of Communication and Other Electronic Devices**

The office phones are to be used only for emergencies. Cellphones should not be used during classroom, laboratory and clinical activities. (See College Student Handbook for description of penalties.) Students are expected to use approved electronic devices for approved activities only and should not be accessing social media and other internet sites during class, laboratory, or clinical experiences. Students must request permission from the individual program faculty to use personal computers and/or recorders in the classroom, campus laboratory, and/or clinical area. Students may use an electronic device in clinical if allowed by the specific program and clinical affiliate. Under no circumstances can an electronic device be used to record conversations or to take pictures. Confidentiality rights must be protected.

## **Messages for Program Faculty or Program Directors/Chairs**

Faculty or program director/chairperson can be contacted by phone or by e-mail. Emergency messages can be left with the program director/chairperson or program secretary. This information will be provided during program orientation. Faculty will provide emergency contact information.

## **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. This information will be provided during the program orientation. Personnel will locate a student for emergencies only.

## **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](http://www.hindscc.edu). Emergency plans for clinical agencies are included in the orientation to the clinical agency.

## **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](http://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 by the program specific due date will result in loss of placement. For students who are continuing in a program, failure to submit clinical health requirements by the due date will result in disruption in progression. Unexcused absences will be earned in all classes, laboratories and clinical rotations until the requirements are met. 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.

## **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 director/chairperson immediately for reporting and claim information. Students who have any questions about liability coverage should discuss the issues with the program director/chairperson.

## **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. Resources for students are available in the Drug and Alcohol Awareness Booklet which can be found on the College website, [www.hindsc.edu](http://www.hindsc.edu), > Offices > Campus Police. Note that the Booklet documents the following College Policy: “All students found guilty of violations resulting from substance use or abuse may be suspended or expelled from school and/or the residence hall for one semester or more as decided at the hearing. (August 1, 1990) Alcohol is considered a controlled substance under this policy.” Students must report all current controlled drugs on their health form and must update their records as changes occur. Although some controlled drugs can be purchased over-the counter in limited quantities, nursing and allied health students must have a current prescription for any controlled drug.

## **Drug Screen Procedures**

Drug screens will be done after a student enters a nursing or allied health program and prior to the first clinical experience. Repeat drug screens will also be required for students entering the 2<sup>nd</sup> year of a two-year program or for students who have been readmitted to a program. Some clinical agencies require additional drug screens. The fee for any additional drug screen will be added to students’ business office accounts and it is the responsibility of the student to pay the fee.

Drug screens (urine sample, blood sample, and/or breathalyzer) can be required for noted alteration in behavior, any other indication of impaired behavior, or for any history of drug and/or alcohol abuse. Routine drug screens are covered under healthcare professional fees; students may be required to pay for additional screening.

In most cases, drug screens will be done at the Hinds Community College campus where the student is enrolled; occasionally students will be referred to a specified clinic. A student who is present on the day of a drug screen cannot be excused from the screening process. If a student leaves the campus without completing a drug screen or refuses to participate in any required drug

screen, they will be required to withdraw from the program. No student who is present on the day of a scheduled drug screen can be excused from drug screening. If a student cannot provide a specimen within three (3) hours from the start time of the testing period, it will be considered a Refusal to Test unless a medical condition, documented by a physician, can be provided; the student will be required to withdraw from the program.

If a student is absent, a College official will contact the student and require the student to have a drug screen completed within 24 hours, between the hours of 8:00 and 2:00, at MedScreens, 3825 Hwy 80 East, Pearl, MS, 39208. It is the student's responsibility to assure the program has current contact information.

Drug screen results must meet clinical agency requirements which include a drug screen that is negative for illicit drugs and/or documented current prescription(s) for a drug screen that is positive for a controlled drug. If a student has a positive drug screen for an illicit drug or for a controlled drug that is not currently prescribed for the individual student, the student will be suspended from the program. The student will be allowed to withdraw, within college policies, procedures and guidelines. Students, who do not withdraw, will receive a grade of F in all program courses.

If a student has a current healthcare license, registration, or certification, program director/chairperson are required to report illicit drug use or use of a controlled drug without a current prescription to the respective regulatory agency.

If the student meets all readmission requirements, readmission will be considered if appropriate rehabilitation has been documented. The student cannot be considered for another nursing or allied health program until appropriate rehabilitation has been documented. Rehabilitation can include but is not limited to addiction assessment, successful treatment, and submission to random drug screening. If a student has a second positive drug screen, the student will be required to withdraw from the program and will be ineligible for admission to any nursing or allied health program.

When a student has a positive drug screen for a controlled drug (a prescribed medicine that contains either the drug reported positive or a substance that can metabolize to that drug), the following documentation will be required: a copy of the current prescription or a copy of the medical record documenting the valid medical use of the drug during the time of the drug test. If the student has not previously reported use of the drug on their most current health form, the student must obtain a statement from the prescribing physician verifying the drug will not interfere with the student's ability to pursue a program of study that requires classroom and clinical experiences, including physical activity. Students are responsible for updating their student health records as prescriptions change or new prescriptions are added.



## **Background Records Check**

Students are required to participate in a background records check for all nursing, allied health, and short-term health programs. Detailed information about the background check procedure is available on the Nursing and Health Related Professions page of the College website: [www.hindscc.edu](http://www.hindscc.edu).

## **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.

## **Counseling and College Student Assistance Program**

Students have access to counselors on all campuses. Appointments are not required, but are recommended. The Student Navigator, health related program specialist, is located on the NAHC campus, but has scheduled hours on the Rankin Campus and Vicksburg Campus. The College Student Assistance Program is available for all students. Information about the Student Assistance Program can be found on the College web site, [www.hindscc.edu](http://www.hindscc.edu), > Offices > Student Services.

## **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 complete 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 incident are required to complete specific college documents. The student should report any exposure to the clinical instructor and program director/chairperson. Students are responsible for following any recommendations of the clinical affiliate or program representatives. (See Student Guidelines Regarding Blood-Borne Pathogens and Tuberculosis Training.) 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 and/or allergen free equipment and supplies to meet program requirements.

### **Student Guidelines Regarding Blood-Borne Pathogens and Tuberculosis Training**

In order to ensure that all students who are enrolled in a nursing or allied health program at Hinds Community College are sufficiently informed about risks due to exposure to Blood-Borne Pathogens and Tuberculosis, the following activities will be required at least annually. Programs will provide instruction and due dates for completion of activities.

1. Prior to laboratory and/or clinical learning assignments, students must complete the web-based Blood-Borne Pathogens and Tuberculosis educational seminar.
2. Prior to clinical learning assignments, students must initial each statement on the Blood-Borne Pathogens and Tuberculosis Training Form, sign and date the form, and submit the form to the designated program faculty or staff.

### **Confidentiality of Client Information/Clinical Records**

Students will be utilizing confidential information in clinical settings from 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 director/chairperson for any questions.

### **Social Networking Warning**

**Social media** includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesignated persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or

inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Therefore, students should think carefully before they post any information on a website or application, and consider their goals in participating. To help facilitate these goals, the following best practices are encouraged:

1. Students must make sure posts are relevant and accurate.
2. Students must make it clear that they are speaking for themselves and not on behalf of Hinds Community College or a specific program.
3. Students must seek permission from fellow students prior to posting any personal information or photographs related to HCC activities.
4. Students may **NOT** post the personal information or photograph of any patient at clinical sites. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
5. Students may **NOT** post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation or disability of any individual with whom they come into contact as a result of their student role in this program.
6. Students may **NOT** represent themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the prohibitions included in this manual.

### **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.  
(Used by permission of Dr. Dan Garrison, Northwestern University, Evanston, Illinois)

### **Test Item Security Guidelines**

Tests are used in nursing and allied health programs to evaluate mastery of content as well as to prepare students for a professional licensure/registry exam. Tests and test items are considered the property of the programs. Only answers marked as directed will be scored. Test items are analyzed by faculty to provide students with valid, reliable tests. Students are strictly prohibited from disclosing test items or response choices to anyone, including using language that is substantially similar to the test item or response choice. The disclosure of any information about the nature or content of test items, before, during, or after a test is considered cheating and will result in a grade of "F" in the course. This includes, but is not limited to possession of test questions outside of a testing situation unless supervised or approved by a faculty member, any oral or written disclosure, or any paper or electronic distribution. Capturing testing items by electronic means is strictly prohibited. Additional penalties could occur if the student is referred for disciplinary action.

### **Rounding of Final Grades**

Final course grades will be rounded to the nearest whole number. Grades below five tenths (50 one-hundredths) will be rounded downward, while grades at or above five tenths (fifty one-hundredths) will be rounded upward. For example: 78.49 will round to 78; 78.50 will round to 79.

### **Simulation Experiences and Videography**

The George Ball Simulation Center is used for laboratory and clinical experiences in the nursing and allied health programs. Many of the experiences are required to successfully complete course objectives/outcomes/assignments. Videography is an important part of teaching-learning process for simulation; it will only be used for healthcare education and will not be available for public viewing. For these reasons, if a required simulation experience includes videography, students will be required to participate to meet the objectives/outcomes/assignments.

## **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.

## **Federal Student Aid**

Federal Student Aid can only pay for classes that count toward your degree or certificate. Courses required by your program of study can be found by going to the catalog and then program of study on the Hinds website ([www.hindscc.edu](http://www.hindscc.edu)).

## **Course Failure**

Students who fail a health program course are required to meet with the program director/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 director/chairperson by completing an exit interview form. If the student is current with all fees, has no restrictions, and has not been dropped with an “F” for excessive absences, the student can withdraw on-line or seek assistance from a counselor.

## **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.)

## 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 by the District Admissions and Records Office through the students' Hinds email account after the student completes the graduation application. Additional graduation information and details can be accessed on the Hindscc.edu website.

### 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 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, must meet current admission and selection 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. A student who has been approved for readmission and does not return at the scheduled admission time must request readmission, unless a deferral has been approved by the program director/chairperson.
- k. A student who has been approved for readmission must repeat a background records check and have a background clearance letter from the Hinds Community College Dean, Nursing and Allied Health.
- l. Students may be required to meet additional program requirements necessary to fulfill college policy, program accreditation, or clinical affiliation requirements.
- m. Students may be required to successfully complete action plans for improvement as a criteria for readmission. The instructor or program director/chairperson will document the required action plan on the Exit Interview Form. The student must submit documentation of action plan completion to the program director/chairperson or instructor prior to 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 coordinator, program director/chairperson 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 coordinator, program director/chairperson at the time of occurrence. (Examples: personal illness, pregnancy, accident or death in family.)
    - c. A student who, with the recommendation of the program director/chairperson, successfully completes Learning to Learn Camp. The Learning to Learn Camp can only be attended one-time.
  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 one additional readmission for the graduating semester or term.

## **Learning to Learn Camp**

Learning to Learn Camp, an intensive week-long course, is designed to challenge and inspire students to grow and develop skills essential for success in college and life. The camp integrates two key processes, “learning how to learn” and “mentoring”. The camp is typically offered once each year, during the second week in May. Students interested in participating in the camp to meet readmission by exception requirements should contact their program director/chairperson as early as possible. A recommendation from the program director/chairperson is required. Students must participate in an orientation session prior to the camp. Daily attendance and on-time completion of all assignments are required for successful completion of the camp.

Through a rigorous and diverse set of camp activities, students develop cognitive, social, affective and academic skills. Special emphasis is placed on thinking, problem-solving, communicating, using the computer, and mathematics. Mentors work with students to facilitate the process of developing learner ownership, self-esteem, and empowerment. As a result of experiencing both successes and failures during the course of the week, students gain confidence in their ability to perform in areas such as writing, time management, problem identification, listening, adapting to change, personal reflection, coping, teamwork and articulating ideas.

## **Letters of Good Standing**

There are several different letters of good standing that students can request. Students will be required to request in writing and/or complete a FERPA permission form.

### **College Letter of Good Standing**

A letter of good standing or enrollment verification must be requested and completed by the student. The form is available on-line at [Hindscc.edu](http://Hindscc.edu): click on Admissions; Records-Transcript; Verification: Letter of Good Standing; then Download the Request form. For additional information, call the District Office of Admissions and Records.

### **Program Letter of Good Standing**

A program letter of good standing from a nursing or allied health program is only provided to students who are satisfactorily progressing in a program or eligible for re-admission to a program. A program letter of good standing will not be provided if the student has not met all the readmission criteria as outlined in the NAH Student Manual. Please note that while completion of Learning to Learn Camp allows students to be eligible to re-enter a program, program letters of good standing will not be provided to Learning to Learn completers wishing to transfer to another college or university. Students who are not eligible for readmission to a program, regardless of the reason, will not be provided a letter of good standing.

- **Allied Health Programs (Dental Assisting Technology, Diagnostic Medical Sonography, Emergency Medical Science, Health Information Technology, Medical Assisting)**



**Technology, Medical Laboratory Technology, Physical Therapist Assistant, Radiologic Technology, Respiratory Care Technology, Surgical Technology):**

Requests for a program letter of good standing are to be submitted to the appropriate program chairperson. Faculty may not provide a student with a program letter of good standing.

- **Nursing Division Programs (Associate Degree Nursing, Practical Nursing, Health Care Assistant):**

All requests for a nursing division program letter of good standing are to be submitted to the office of the Assistant Dean for Nursing. Faculty may not provide a student with a program letter of good standing.

**Clinical Letter of Good Standing**

A clinical letter of good standing for nursing or allied health programs to verify students have met all clinical requirements may be provided to clinical agencies if requested. Clinical letters of good standing are provided by the faculty and/or chair that is responsible for notifying clinical agencies that faculty and students are in compliance with agency requirements.