

# STUDENT HANDBOOK FOR HEALTH SCIENCE PROGRAMS

Associate Degree Nursing

Respiratory Care

Polysomnography Technology

Paramedic

Practical Nursing

Nursing Assistant

Emergency Medical Technician

Phlebotomy/ EKG

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December 2019 (ADN only)

## **ACCREDITATION**

Coahoma Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts degree, Associate of Applied Science Degree and Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Coahoma Community College.

Health Sciences programs' continuing accreditation depends on the continued accreditation of the parent campus, Coahoma Community College.

## **ACCREDITATION OF HEALTH SCIENCE PROGRAMS**

The Associate Degree Nursing Program is fully accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, Mississippi 39211. Telephone Number: 601-432-6493. The Associate Degree Nursing Program has initial accreditation with the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, Suite 850, Atlanta, Georgia, 30326. Telephone Number: 404-975-5020.

The Practical Nursing Program is accredited by the Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi 39211. Telephone Number: 601-432-6518.

The Polysomnography Technology Certificate/Associate Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs Polysomnographic Technology (CoA PSG). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, phone number (727) 210-2350

The Paramedic Certificate/Associate Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, phone number (727) 210-2350. Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088

The Respiratory Care Technology Program, CoARC program number 200582, awarding the Associate in Applied Science degree from Coahoma Community College in Clarksdale, MS is accredited by the Commission on Accreditation for Respiratory Care (CoARC) ([www.coarc.com](http://www.coarc.com)).

Commission on Accreditation  
For Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

## **MEMBERSHIP**

The American Association of Community and Junior Colleges  
Mississippi Association of Colleges  
The Mississippi Community/Junior College Association

## **Mission Statement**

It is the mission of the Health Science Division at Coahoma Community College to provide accessible, affordable, diverse, quality, and equitable educational programs and support services. The division Supports and fosters holistic growth in a student-centered learning environment to prepare highly trained, dedicated, and motivated healthcare professionals for the rural health community served by Coahoma Community College.

1. To prepare the graduate with the skills, knowledge and attitudes required to enter the healthcare workforce as a healthcare professional in the job market or transfer to a college or university.
2. Meet the needs of area businesses and industries by providing workforce training programs.
3. Empower students with a network of support services and activities to maximize their potential while enrolled in the Health Science Programs (i.e. student navigator services, faculty-student council, faculty advisement, and remediation).
4. Utilize simulation, learning management systems, adaptive learning systems, and other technological tools to provide innovative learning opportunities for the students.
5. Contract with various clinical healthcare facilities that allow students to practice care to clients from diverse multicultural backgrounds.
6. Initiate new programs or complement existing programs by securing and sustaining federal, state, and local funding.
7. Support cultural enrichment programs and activities.
8. Ensure institutional effectiveness by planning, assessing, and evaluating all activities and programs.
9. To prepare the graduate with the skills, knowledge and attitudes needed to successfully complete the credentialing process for the specific specialty area of study.
10. To provide to the community healthcare agencies and facilities quality healthcare professionals
11. Promote and support a culture of health and wellness in the Health Sciences Division that extends to the surrounding communities and schools.

### **Non-Discrimination Statement**

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

### **Disclaimer Statement**

Coahoma Community College's Health Science Division reserves the right to change the rules, policies, fee structure, and curriculum content. It is further stated and understood the Health Science Programs of Coahoma Community College do not guarantee success in the credentialing examinations of any student in any program.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students the following four (4) rights with respect to their education records:

1. *The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.* A student should submit to the Registrar/Director of Admissions and Records, and appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences), or other appropriate official written requests that identifies the record he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the record may be inspected.
2. *The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.* Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identifying the part of the record that they would like changed, and specify why it is inaccurate or misleading. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. *The right to file a complaint with the U. S. Department of Education concerning alleged failures by Coahoma Community College to comply with the requirements of FERPA may be done so by contacting The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605*

## **Disclosure of Directory Information**

"Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school." Source: The US Department of Education:  
FERPA. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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## **SECTION 1: ADMISSION CRITERIA**

- 1.1 All students must be at least 18 years of age prior to entering clinical education
- 1.2 All students must complete a criminal background investigation performed by a healthcare facility authorized by the State of Mississippi Department of Health prior to entering clinical education. No student that has a felony conviction, pled guilty or nolo contendere to a felony for one or more of the following crimes, which has not been reversed on appeal or which a pardon has not been granted, will be permitted to enter clinical education. The felonies include, but are not limited to:
  - Possession or sale of drugs
  - Murder
  - Manslaughter
  - Armed robbery
  - Rape
  - Sexual battery
  - Sex offense listed in Section 45-33-23, Mississippi Code of 1972
  - Child abuse
  - Arson
  - Grand larceny
  - Burglary
  - Gratification of lust
  - Aggravated assault
  - Felonious abuse and / or battery of a vulnerable adultAdditionally, the investigative facility may deny a clearance of background based upon the cumulative weight of misdemeanor convictions or non-prosecuted charges.
- 1.3 Be physically capable, with reasonable accommodations, of performing duties as dictated for laboratory and clinical instruction, consistent with the approved curriculum, and standards of practice for the student's specific area of study.
- 1.4 Pass a drug screen
- 1.5 Standards may vary between programs.
- 1.6 Procedure for Selection of Students for Admission into Health Science Programs
  - A program specific committee reviews and evaluates applicants who meet Minimum admission standards.
  - The selection process is competitive and based on availability of space in the class.
  - Applicants are notified by mail of acceptance or non-acceptance.
  - Applicants who are not accepted may inquire regarding other options to consider in pursuing their educational goals.

1.7

**Coahoma Community College  
Health Sciences Division  
Physical Examination  
(Page 1 of 3)**

Name \_\_\_\_\_

Allergies \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ B/P \_\_\_\_\_ Pulse \_\_\_\_\_

Respiration \_\_\_\_\_

No.	System	Normal	Abnormal	Describe Abnormality
1.	Skin			
2.	Lymphatic			
3.	Eyes/Ears			
4.	Nose /throat			
5.	Chest/ Breast/ Lungs			
6.	Heart rate/Rhythm			
7.	Abdomen/ Liver			
8.	Kidneys/ Spleen			
9.	Extremities			
10.	Back/ Spine			
11.	Joints			
12.	Neurological			
13.	Psychological			

History of emotional, psychological, or psychiatric disturbance \_\_\_\_Yes \_\_\_\_No

Pregnant \_\_\_\_Yes\_\_\_\_No; \_\_\_\_\_EDC

History of alcohol or abuse problem \_\_\_\_Yes \_\_\_\_No

**The following abnormalities should be noted:**

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

\_\_\_\_\_  
**Signature of Physician, Nurse Practitioner, or Physician Assistant**

**Date** \_\_\_\_\_

**COAHOMA COMMUNITY COLLEGE**  
**Health Sciences Division**  
**Program Physical Performance Standards**  
**(Page 2 of 3)**

In order to successfully complete the allied health program, an applicant/student must be able to do the following:

1. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- ☐ physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- ☐ stand, walk up to 75% of 6 to 12 hour shifts
- ☐ stoop, bend, squat, reach overhead as required to reach equipment and provide care
- ☐ lift a minimum of 20 pounds of weight
- ☐ transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- ☐ provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- ☐ perform CPR satisfactorily and respond quickly in an emergency situation

2. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective care.**

*Examples*

- ☐ demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
- ☐ hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
- ☐ pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
- ☐ calibrate and use equipment
- ☐ maintain sterile technique when performing sterile procedures

3. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.** *Examples*

- ☐ hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
- ☐ perceive and receive verbal communications from clients, families, and health team members
- ☐ read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
- ☐ discriminate colors: changes in color, size and continuity of body parts
- ☐ discriminate alterations in normal body activities such as breathing patterns and level of consciousness

3. Continued-

- ☐ observe hazards in environment (water spills, safety rails, restraints) and harmful situations
- ☐ perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

PLEASE CHECK:

\_\_\_\_\_ The applicant does not require special accommodations to meet the performance standards.

\_\_\_\_\_ The applicant will need the following accommodations to meet performance standards.

In your opinion, is there any health problem or prescribed medication which would interfere with this individual's ability to pursue a program of study that requires classroom and clinical experiences, including physical activity?

\_\_\_\_No    \_\_\_\_Yes (Explain)

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\_\_\_\_\_  
**Signature of Physician, Nurse Practitioner, or Physician Assistant**

\_\_\_\_\_  
**Date**

## 1.8 Health Science Program Performance Standards

The following chart outlines skills and abilities that are required for Health Science students to successfully meet program learning objectives and clinical requirements.

TOPIC	STANDARD	EXAMPLES
Critical Thinking and Action	Critical thinking sufficient to carry out clinical judgment and action.	Competent assessment of a patient in a timely manner, correct interpretation of assessment, readily responds with appropriate interventions, treatment plans, ability to work alone and to make correct independent decisions as needed
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Life and death situations, working with families stressed by the condition of a loved one, working with other health-care providers in stressful situations.
Communication	Communication abilities sufficient for interaction with others in verbal and or written form.	Can follow verbal and/or written instructions. Must communicate patient response to therapy with others, documentation of therapeutic procedures performed on patient, consult with other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and walk in hallways and maneuver in small spaces. Includes the strength necessary to lift patients and equipment as needed.	Walking to and from departments to patient rooms, room to room to take care of all patients on a team, assisting in patient transport.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective patient care	Perform vital signs, CPR, transporting patients, physical assessments, manipulating equipment
Hearing	Auditory ability sufficient to monitor and assess health needs	Auscultation of BP, breathe sounds, heart sounds, bowel sounds, hearing alarms in units, call bells, telephones, and converse with patients, family, and staff.
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	Reading patient charts/flow sheet/monitors, drawing up and administering medications, assessing patient skin color, reading thermometers.
Tactile	Tactile ability sufficient for physical assessment and to provide patient care intervention.	Perform palpation, giving injections, drawing blood samples, starting IV's, sterile and non-sterile dressing changes, urinary catheterization, and assist patient with daily activities.
<p>Latex advisory: The use of latex/latex based products may exist in health care and in environments such as, but not limited to the Health Sciences' classrooms and training labs, hospitals, nursing care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make informed decisions regarding their exposure to latex in the health care field.</p>		

## 1.9 Readmission Policy

- 1.9.1 A student may be readmitted to a specific Health Science program **one time only** with the following exception: a student has a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
- 1.9.2 A student requesting readmission should complete an application and submit the Action Plan for Success in the Application Packet to the specific program director.
- 1.9.3 A student requesting readmission to a Health Science program will be reviewed by a program specific committee of the Health Science Division. Consideration will be given on an individual basis but does not guarantee readmission. Students must meet the deadline for application to the programs.
- 1.9.4 To resume placement in Health Sciences Associate Degree/Technical Certificate program, currency of knowledge and skill must be demonstrated by achieving a grade of 80% on a comprehensive course specific exam and passing skills performance requirements, as applicable. For the Paramedic Associate Degree/Technical Certificate, Polysomnography Associate Degree/Technical Certificate, or Respiratory Care Technology Programs, previous students who have been out of the programs for two years or more must start at the beginning of the program of study with any Health Science Courses. This does not include the Associate Degree Nursing Program.
- 1.9.5 Returning associate degree nursing students must achieve a Level 2 or higher on course specific ATI proctored exams to resume placement. If unsuccessful in meeting this requirement, the student must retake the course(s). Students applying for the fall semester must meet the March deadline. Students applying in the spring semester must reapply by June deadline. The TEAS test and Transition course are waved for students returning within a year. LPN to ADN students that have been out for more than a year must start at the beginning of the program of study (Transitional class in the summer).
- 1.9.6 After a student has been out of the Associate Degree Nursing Program for three (3) years; a student maybe considered for readmission one time only.
- 1.9.7 A student readmitted to the Practical Nursing program or a short-term certificate program must begin at the start of the program.

1.9.8 A student who disagrees with the decision of the program specific committee of the Health Science Division may appeal in writing to the Dean of Health Sciences.

## 2.0 Transfer Policy

2.0.1 Application must be made to a specific program. Requests to transfer credits from other educational institutions to Health Science associate degree programs are evaluated and decided on by the Program Director and the Coahoma Community College Director of Admissions/Registrar as follows:

- Individual program guidelines and accreditation requirements
- Ability to meet Coahoma Community College graduation requirements
- Evaluation of credits earned to determine equity of required courses
- Evaluation of grades, references, and space available

2.0.2 Vocational and certificate program credit is not transferable to Coahoma Community College programs.



## SECTION 2: GRADING

- 2.1 Grading scales for Health Science Programs are based on the 4.0 system. Grading scale variations are based on state-wide requirements and best practices as follows:

<b>Grading Scale for Associate Degree Nursing Program</b>		
Grade	Scale	Quality Points
A – Excellent	93-100	4.0
B – Good	85-92	3.0
C – Average	77-84	2.0
D – Poor	70-76	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Associate Degree Nursing Program courses require a letter grade of “C” (minimum 77%) for passing. Failure to attain these score will prevent the student from progressing to the next scheduled semester.		
<b>Grading Scale for Polysomnography Technology, Paramedic, Respiratory Care, and Practical Nursing</b>		
Grade	Scale	Quality Points
A – Excellent	94 – 100	4.0
B – Good	87 -93	3.0
C – Average	80-86	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography Technology, Respiratory Care, Paramedic, and Practical Nursing Programs.		

## GRADE DESCRIPTIONS

**I:** The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

**F:** This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

**W:** A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

**Z:** This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of "Z" should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

**CR:** This grade will be assigned when the student successfully completes program-specific requirements for advancement to the Associate Degree Nursing program.

2.2 The following applies to all Health Science Program numerical course averages:

- A numerical grade with a decimal of .5 or greater rounds up to the next number. A numerical grade with a decimal of .49 or less does not round to the next number.

### SECTION 3: ATTENDANCE

- 3.1 The Absentee Policy for the Associate Degree Nursing, Respiratory Care, Polysomnography Technology, Paramedic, and Practical Nursing programs is as follows:

#### Fall and spring Courses

One semester hour course	one absence
Two semester hour course	two absences
Three semester hour course and higher	three absences

#### Summer Courses

One absence per course each summer term

**Absences greater than those listed above result in the student being dropped from the class.**

- 3.2 Refer to specific program requirements regarding make up for time missed (class and clinical).
- 3.3 A student is considered tardy if he/she is later than ten (10) minutes arriving to class. Three tardies constitute one absence. (CCC Catalog, Class Attendance Policies)
- Three occurrences of leaving class before the class period is completed equal one absence.
- 3.4 Class work and assignments missed due to absence: In order to make up class work and assignments missed due to being absent, the student must provide documentation to support the reason for the absence immediately upon return to class. When a student is allowed to make up class work and assignments the absence is still recorded. (See 3.1)
- 3.5 A student must call prior to the beginning of an assigned clinical activity as follows:
- One hour prior to an absence, other than an emergency
  - 30 minutes prior to a tardy, other than an emergency
  - In the event of an emergency, there must be proper documentation of that emergency, and the student must call as soon as possible after becoming aware of the situation.

## SECTION 4: ASSIGNMENTS

- 4.1 All assigned work must be turned in at the appointed time. No late assignments will be accepted unless by prior arrangement with the instructor.
- 4.2 All written assignments must be typed and double-spaced. **Exceptions are at the discretion of the instructor or program.**
- 4.3 Misspelled words, punctuation, and structural errors will, at the discretion of the instructor, result in points deducted from the overall grade for the assignment.

## **SECTION 5: HONESTY**

- 5.1 All Coahoma Community College Students are to follow the CCC Student Handbook. <http://www.coahomacc.edu/healthsciences/HealthP&P.pdf>
- 5.2 Dishonesty in any form is absolutely forbidden. Areas that are considered dishonest include, but are not limited to:
- Giving or receiving examination or quiz answers
  - Copying from another student
  - Submitting another student's work (current or past) as own
  - Talking during examinations and quizzes
  - Plagiarism in any form, includes but are not limited to:
    - Taking other authors work and not crediting the author
    - Cut and paste
  - Making statements not based in fact (lying, gossip, etc.)
  - Failing to inform the instructor of a clinical mistake, e.g. medication error, documentation, etc.
  - Falsification of documentation, including but not limited to, date, time, procedures, medication entered into the medical record improperly or with intent to mislead
- 5.3 Students in violation of the honesty policy will be removed from the classroom, laboratory, or clinical affiliate and referred to the Dean for Health Sciences for disciplinary action. Disciplinary action may be up to and including dismissal from the healthcare programs. (See Coahoma Community College Student Handbook)

## **SECTION 6: DRUG TESTING**

- 6.1 Health Science students will be drug tested during their program of study. There will be no notice given prior to a drug test.
- 6.2 Failure to perform a drug test will be considered a positive test and will result in dismissal from program of study.
- 6.3 In the event of an accident including falls, needle sticks, etc. the student will be asked to submit to a drug screen at the time of the incident. Student refusal will be considered a positive test.
- 6.4 In the event the student is exhibiting abnormal behavior, the odor of alcohol is present, or there are changes in the level of cognition, the student will be asked to submit to a drug or alcohol screen at the time of the event. Student refusal will be considered a positive test.
- 6.5 In the event the student tests positive for alcohol or a drug that they do not have a current prescription for, the student will be referred to the Dean for Health Sciences for disciplinary action, including dismissal from the program. Further, the student will be referred to the campus police for any criminal charges that may apply.

## **SECTION 7: CLASSROOM DRESS CODE**

- 7.1 Refer to specific program requirements and clinical affiliate requirements.
- 7.2 Slacks
- Must come to the break of the heel.
  - Must be secured with either belt or suspenders.
  - Must be well pressed, clean, and in good repair.
- 7.3 Skirts/Shorts
- Must not exceed two (2) inches above the knee when standing.
  - Must not interfere with freedom of movement (too tight).
  - Must be well pressed, clean, and in good repair.
- 7.4 Shoes
- Heels of more than 1½ inches are prohibited.
  - Must be polished and in good repair.
- 7.5 Shirts, blouses, and jackets
- Revealing shirts or blouses are prohibited.
  - “See-Through” material is prohibited.
  - The neckline must not exceed three (3) inches below the clavicle.
  - Men’s dress shirts must be tucked into the slacks.
  - Must be well pressed, clean, and in good repair.
  - No “blankets” or “hoodies” can be worn for warmth. Only jackets or sweaters are permitted for use in the classroom.
- 7.6 Jewelry
- Wedding sets cannot interfere with the donning or removal of gloves.
  - Necklaces and pendants are discouraged, but if worn, must be kept beneath the shirt or blouse.
  - Only one earring is permitted in each ear, and may not exceed one inch in diameter.
- 7.7 Scrubs
- Scrub uniforms are permitted at the discretion of the instructor.
  - Scrub tops must be tucked into the pants unless of the style designed to be worn outside the pants.
  - All scrubs must be worn with a clean, white, round-neck, short sleeved tee shirt beneath.
  - Must be well pressed, clean, and in good repair.
  - Must not interfere with freedom of movement (too tight)

## 7.8 Personal Hygiene

- Proper personal hygiene is required at all times.
- Use of perfume and/or cologne in the classroom is discouraged.
- Use of perfume and/or cologne in the clinical setting is prohibited.
- Scented personal care products such as deodorants, powders and aftershaves are considered perfumes/colognes.

## 7.9 Miscellaneous

- Undergarments must be worn.
- Clothing with advertising, artwork, or political statements are prohibited.
- Headgear of any kind is prohibited in the classroom, laboratory, and clinical settings
- Tattoos must be covered at all times.
- All body piercings and body jewelry other than earrings are prohibited. Those with body piercings must remove all visible jewelry.
- No extreme hair styles and/or colors are allowed.
- Any “leggings”, including jean “leggings,” and jogging pants cannot be worn as a substitute for pants or slacks.



## **SECTION 8: STUDENT CONDUCT**

- 8.1 Students failing to adhere to the policies and procedures as set forth in the Coahoma Community College Code of Conduct and the Health Science Policy and Procedure Manual will face a disciplinary process. This process may include any combination of counseling, probation, and dismissal.
- 8.2 A students may be dismissed from a Health Science program for infractions of:
- Falsification of any part of the application
  - Dishonesty of any kind, including lying, cheating on classroom assignments and testing, plagiarism, and performance in clinical practicum
  - Illicit drug usage including prescription drugs without a prescription
  - Alcohol use
  - Disruptive behavior in the classroom that interferes with the learning process
  - Violating clinical affiliate policies and procedures
  - Violating established program specific professional ethical standards and/or policies and procedures.
  - Visiting a patient during clinical hours for any reason other than the performance of his/her clinical assignment
  - Violating confidentiality and privacy rules as set forth by Federal, State, Local, and Facility policies, procedures, and standards
  - Failing to report an error to the assigned preceptor, instructor, or supervisor
  - Failure to report for a random or scheduled drug screen
  - Performing procedures the student has not been deemed to be competent in without the supervision and permission of the clinical preceptor/instructor
  - Not being in the assigned area of the clinical affiliate without proper notification of the clinical preceptor/instructor
  - Failure to call, or to call within the allowed time for the clinical assignment
  - Failing to properly carry out the proper instruction of the clinical preceptor/instructor
  - In possession of a weapon including pocket knives and firearms on campus or a clinical affiliate
- 8.3 Any student found to possess or be under the influence of alcohol or drugs, in possession of a weapon, or other possible violation of Federal, State, and Local criminal codes will be referred to the Campus Police for investigation and possible criminal charges
- 8.4 The clinical affiliate may deny access to a student for breaches of conduct or policy/procedure of that particular facility. If this occurs, the student may also be dismissed from the program.
- 8.5 Any behavior that is a breach of the CCC Code of Student Conduct in the CCC Student Handbook or that violates patient safety or professional ethical standards can be subject to disciplinary action in the form of probation or dismissal from the program.
- 8.5.1 Probation-warning status, further breach results in dismissal
- 8.5.2 Dismissal-immediate removal from the Health Science Program

Health Science Division

Student Probation Documentation

1. Description of Incident by Instructor (may attach student's written account of the incident)
  
  
  
  
  
  
  
  
  
  
2. Violation of specific CCC Code of Conduct or Professional Ethical Standard(s)
  
  
  
  
  
  
  
  
  
  
3. Terms of Probation-

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Signature of Student

---

Date

---

Signature of Instructor

---

Date

---

Signature of Program Director

---

Date

## **SECTION 9: SECURITY/SAFETY**

- 9.1 Students and faculty are the only persons authorized to be in the parking area to the rear of the building. All visitors must park in the front parking lot designated for visitors. Visitors must enter the front of the building and check in at the faculty offices. This policy is waived for commencement activities or other event authorized by the Dean of Health Sciences.
- 9.2 All vehicles parked in the parking lot to the rear of the building without a valid parking permit will be ticketed. These tickets are issued by the campus police through the police department. Failure to pay will result in a student being denied graduation until such time as the ticket has been satisfied. Failure to pay tickets issued to vehicles other than students and faculty will be referred to the police department for all applicable charges.
- 9.3 Visitors must sign a visitor's roster, both entering and leaving the facility. No visitor may be in an area unauthorized.
- 9.4 Students and employees must wear the appropriate Coahoma Community College ID at all times while on campus
- 9.5 No one should be in the Robert G. Mason Health Sciences Building and Rena Butler Health Science Annex Building in the evenings when the Coahoma Community College police security officer is not on duty unless special arrangements have been made with the Dean for Health Sciences.
- 9.6 Students with a documented disability may park in the front parking area of the Robert G. Mason Health Sciences Building and Rena Butler Health Science Annex Building
- 9.7 Students attending class or class-related activities are to maintain a valid parking permit and park in the rear of the building.

## **SECTION 10: GRIEVANCE/DUE PROCESS/COMPLAINTS**

Health Science Students will use the Coahoma Community College Grievance Procedure. The following is taken from the Coahoma Community College Catalog.

### ***GRIEVANCE PROCEDURES***

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Enrollment and Student Services or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

## **Non-Retaliation**

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Enrollment and Student Services may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

## **THE GRIEVANCE PROCESS**

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

**Step 1** – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Enrollment & Student Services or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or student to be unlikely to produce a mutually satisfactory conclusion, or if the

aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

**Step 2** – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College's Employee Services Department or with the Director of Enrollment and Student Services within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's or student's complaint and to make a determination.

**Contents of the grievance statement.** The grievance statement filed must include the employee's or student's name, position, and department; the name of the employee's supervisor or the student's Director of Enrollment Services or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee's or student's signature.

After the grievance statement has been submitted to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

**Step 3** -- The College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities.

If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

**Step 4** – After the investigation has been concluded, a representative from the College’s Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College’s Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

**Step 5** – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College’s Employee Services Department, Director of Enrollment and Student Services or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College’s Employee Services Department, Director of Enrollment and Student Services or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

**Step 6** – If the parties named in or implicated by the grievance are not satisfied with the College’s Employee Services Department, Director of Enrollment and Student Services or Instructional Dean’s determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College’s Employee Services Department or Director of Enrollment and Student Services or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College’s Employee Services Department for employees; the Director of Enrollment and Student Services or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College’s Employee Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by

the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

**Step 7** -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.



## Coahoma Community College

### EMPLOYEE/STUDENT GRIEVANCE FORM

*This form is to be used if the grievant is not satisfied with the oral decision of his or her immediate supervisor or dean at the first step of the grievance procedure. This form will be completed at each subsequent step to which the grievance is advanced. If a grievant is settled orally with the immediate supervisor or dean, this form should not be used.*

Name		Date	
Mailing Address		Date of Incident	
Position/ Enrollment Status		Telephone No.	
Department/Dept of Study		Supervisor/Dean	

#### Grievance Statement

(READ CAREFULLY)

*Briefly describe the details of the complaint and indicate how the college has violated its policy(s). The evidence should include relevant facts and documentation directly related to the complaint. Indicate the time frame in which the violations referenced in the complaint occurred.*

--

*What subsequent actions did you take?*

--

*What actions did you take to resolve the matter?*

--

*What would you like to see happen as a resolution to this matter?*

--

Grievant's Signature

--

<b>Decision of Immediate Supervisor/Dean</b>			
Supervisor's or Dean's Signature		Date	
Employee's / Student's Answer	I am satisfied with the answer to my grievance.		
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.		
<b>Second Step</b> <b>Reply to the Employee/Student Grievance Next Level</b>			
Supervisor's or Dean's Signature		Date	
Employee's / Student's Answer	I am satisfied with the answer to my grievance.		
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.		
<b>Third Step</b> <b>Reply to Employee/Student Grievance, Next Level</b>			
President's Signature		Date	

## **SECTION 11: BLOOD BORNE PATHOGEN POLICY**

11.1 Health Science Students will receive instruction on blood borne pathogen transmission/prevention and confidentiality regulations prior to participation in clinical laboratory.

### **11.2 Blood Borne Pathogen Transmission**

11.2.1 Students with known blood borne pathogen exposure or infection are encouraged to report exposure status so that clinical laboratory assignments can be most appropriately determined. All actions taken will be guided by the right of confidentiality with notification only to those that must know in order to maintain safety.

11.2.2 Students with known health conditions that place them at risk are requested to provide a written statement each semester from their primary health care provider indicating clearance/status and/or recommendations regarding the student's fitness to perform the responsibilities and duties of the program.

11.2.3 Reasonable accommodations will be made for students with known health conditions.

### **11.3 Clinical Incident of Exposure**

In the event that a student is exposed to a bodily fluid during clinical laboratory, the following applies:

11.3.1 The student will immediately report the exposure to their instructor/preceptor.

11.3.2 The student will adhere to the guidelines set forth by the clinical institution where the exposure takes place. This may include the completion of an incident and/or exposure report.

11.3.3 The student will assume personal responsibility related to the incident such as physician's visits, lab work, vaccines, etc.

Coahoma Community College  
Health Science Division

**Hepatitis B Declination Form**

**Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that as a Health Science student at Coahoma Community College, I may be exposed to blood and other potentially infectious materials and that I am at risk for acquiring the Hepatitis B Virus Infection.

I have been advised that I should be vaccinated; however, I decline such vaccination at this time.

I understand that by declining the vaccine I continue to be at risk of acquiring HBV, a serious disease.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SECTION 12: MISCELLANEOUS**

- 12.1 Cell phone should be silenced when on campus. (See Section 14- Electronic Devices in Class, Laboratory, and Clinical Sites)
- 12.2 No student may receive visitors during designated classroom, laboratories, or clinical activities without the permission of the instructor.
- 12.3 Food or drink is not permitted in the laboratory or clinical settings outside designated dining or break areas. Food and/or drink is permitted in the classroom only by permission of the instructor.
- 12.4 It is the responsibility of the student to arrange reliable transportation.
- 12.5 Pregnancy (form on next page)

A Health Science student who is or becomes pregnant must present written documentation of medical clearance from her health care provider to continue in the program of study.

Following delivery, the student must present written documentation of medical clearance from her health care provider to resume the program of study.

The Health Science Programs will make reasonable accommodation to the student to facilitate the health of the student and fetus within the confines of the requirements of the curriculum.

Students that are pregnant are expected to satisfy all the requirements of their specific program. In the event the student cannot complete the requisite classroom, laboratory, or clinical activities the student will be counseled by the Program Director regarding options.

- 12.6 Smoking

The Robert G. Mason Health Sciences Building and the Rena Butler Health Sciences Annex Building are smoke tobacco-free campuses.

- 12.7 Inclement Weather

In the event of inclement weather, the President may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the college website. When off campus activities are scheduled faculty will consider the safety of travel and communicate with the program director and students to determine whether cancellation is necessary. Absences may require make up in order to meet course and program requirements.

- 12.8 Resource Room and Library Access for all Health Science Students

12.8.1 Health Science students should have access to the use of a computer and the internet outside of class time.

The Robert G. Mason Health Sciences Building Resource Room provides computers for accessing the internet and a variety of references and online data bases.

Health Science students may also utilize resources provided by the Coahoma Community College Dickerson-Johnson Library located on the main campus Monday through Friday <http://www.coahomacc.edu/library/>.

Health Science students may also utilize books in the resource room in the Robert G. Mason Health Sciences Building.

12.8.2 Health Science students may use the copy machine in the Resource Room by purchasing an access card.

## 12.9 Summer Enrichment Program

12.9.1 All entering Health Science students should attend the scheduled Health Science Orientation.

12.9.2 Health Science students sign acknowledgment of the following annually:

Release of Information Form

Handbook for Health Science Students Signature Form

## 12.10 Affiliating Clinical Agencies

12.10.1 All affiliating agencies used by Health Science Programs are evaluated annually to ensure that clinical experiences meet student learning needs.

12.10.2 Affiliation agreements with clinical agencies are reviewed annually and updated as needed.

12.10.3 All students must abide by the policies and procedures of the clinical affiliate when applicable.

## 12.11 Student Navigator

12.11.1 There is a full-time student navigator assigned to the Health Sciences Division.

### 12.11.2 Student Referrals

Any student can be referred for counseling. No appointment is needed. If the student navigator is unavailable, please e-mail [amoores@coahomacc.edu](mailto:amoores@coahomacc.edu) and include the student's name, program, contact number, and summary of the presenting problem. Electronic referral forms are available on the student navigator's page of the official Coahoma Community College website. <https://forms.gle/amNHf8kcSg1yb66x6> Students will be served within 24 hours of the referral. If the student needs immediate attention, please contact Rene Sanford, counselor on main campus, at 662-621-4674. If it is an emergency, please call 911.

### 12.11.3 Self-referrals

Students can refer themselves to the Student Navigator. They can call 662-621-4042, email at [amoores@coahomacc.edu](mailto:amoores@coahomacc.edu), or complete a self-referral form found on the student navigator's page of the official Coahoma Community College website. <https://forms.gle/GscTwwcPRC6nRG2Y7>

### 12.11.4 When to Refer:

- Anytime Regardless of Presenting Issue(s)
- Emotional/psychological behaviors displayed in the classroom and/or clinical setting.
- Personal issues with family, children, spouse, significant other, etc.
- Academic issues (test taking, time management, student skills, etc.
- Financial concerns (school or personal)
- Death or grief issues.
- Self-Esteem issues.
- Frequent absentees and/or tardiness.
- And more

Student needs are not limited to this list.

12.11.5 Counseling Referral forms are located in the online and inside the student resource center

Coahoma Community College  
Health Science Division

Medical Clearance Form  
for Prenatal and Postpartum Students

Directions: The Health Care Provider should check the appropriate statement, sign and date this form.

\_\_\_\_\_ Prenatal-Medical clearance is given to continue in the program of study to participate in classroom and clinical activities.

\_\_\_\_\_ Postpartum- Medical clearance is given to continue in the program of study to participate in classroom and clinical activities.

Comments (state any special circumstances or restrictions)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Health Care Provider

**Note to the student-**The Health Science Programs will make reasonable accommodation to the student to facilitate the health of the student and fetus within the confines of the requirements of the curriculum. Students that are pregnant are expected to satisfy all the requirements of their specific program. In the event the student cannot complete the requisite classroom, laboratory, or clinical activities the student will be counseled by the Program Director regarding options.



Coahoma Community College  
Health Science Division  
Release of Information

**Clinical Affiliating Agencies**

I give permission to provide information that is required for data collection purposes and clinical affiliate participation associated with my role as a Health Science student at Coahoma Community College.

I understand that this information can include, but is not be limited to, personal contact information, social security number, birth date, work status, criminal background check status, and immunization records.

I understand that a clinical agency may perform additional background checks and other data according to their student policies.

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

\_\_\_\_\_  
Date

**Photographs/Samples of Student Work**

I give Coahoma Community College permission to use my picture in college promotional publications when taken during school activities and samples of my work for educational and accreditation purposes.

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

\_\_\_\_\_  
Date

**Potential Employers of Graduates**

I give permission to the Coahoma Community College to provide my contact information during my enrollment and/or upon graduation when requested by potential employers.

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

\_\_\_\_\_  
Date

**Employers of Graduates**

I give CCC permission to obtain evaluative performance information to determine employer satisfaction.

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

\_\_\_\_\_  
Date

Revised 041715

Coahoma Community College  
Health Science Programs

Student Handbook for Health Science Programs  
Signature Sheet

I, \_\_\_\_\_, have read and understand the current Student Handbook for Health Science Programs that is posted on the CCC web site. I have had the opportunity to ask questions for clarification.

I understand that it is my responsibility to read and abide by the Coahoma Community College Student Handbook for Health Science Programs as well as the course syllabi and program policies specific to the program I am currently enrolled in at Coahoma Community College.

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

\_\_\_\_\_  
Date

## **SECTION 13: STUDENT BACKGROUND CHECK POLICY**

### **Applicability**

This "Health Science Division Student Background Check Policy" applies to all students enrolled in Health Science Division at Coahoma Community College (CCC) that includes, or may include at a future date, assignment to a clinical health care facility. Presently, CCC programs that require a criminal background check include: \*

- A. Associate Degree Nursing (must be completed and clear prior to class)
- B. Polysomnography Technology
- C. Respiratory Care
- D. Practical Nursing
- E. Emergency Medical Technology (includes both EMT and Paramedic)
- F. Nursing Assistant
- G. Phlebotomy
- H. EKG

### **I. Policy**

All Health Science Division students must submit to and satisfactorily complete a criminal background check. Admission may be rescinded and reversed based on review of the students' criminal background check.

Students who refuse to submit to a criminal background check or do not pass the criminal background check review will be dismissed from the program. Students who are dismissed from a Health Science Division program may seek admission into another educational program.

### **II. Rationale**

- A. Health care providers are entrusted with the health, safety and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require good judgment and ethical behavior. Thus, an assessment of a student's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.
- B. Clinical facilities are increasingly required by accreditation agencies, such as "The Joint Commission," to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, CCC will conduct criminal background checks for students [and faculty].
- C. Clinical rotations are an essential element in certain curriculum programs. Students who cannot participate in clinical rotations due to criminal or other "disqualifying events as defined in state law" revealed in a background check are

unable to fulfill program requirements. Additionally, most healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by the student or CCC.

- D. CCC is obligated to meet contractual requirements contained in affiliation agreements between the college and various healthcare facilities.
- E. CCC is obligated to meet Mississippi State Law as stated in § 43-11-13, Mississippi Code Annotated:

“If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of 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(g), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the health care professional/vocational technical academic program of study.”

### III. **Background Check Report**

- A. *Obtaining a Background Check Report.* CCC will conduct criminal background checks through the Mississippi Department of Health. Students admitted to Health Science programs will submit to the fingerprint process as conducted by the designated CCC personnel. This information will be submitted to the Mississippi Department of Health (MDH). The MDH will report findings to CCC and/or the student. Documentation from the MDH will state that the student “has no disqualifying events” or the student “may have a disqualifying event.” If it is determined that a student has a “disqualifying event”, the student must submit a “rap sheet” report to the Health Science Program Director with full explanation of the conviction(s) or disposition of charge(s). Students admitted to Health Science programs who complete the criminal background check with no disqualifying event(s) or no exclusion(s) identified by local clinical affiliates will receive a two-year, notarized letter from the Dean for Health Sciences.

Background check results from an agency other than the Mississippi Department of Health will not be accepted. All students will be required to have a criminal background check, including students currently employed in local and regional clinical affiliates. “Employer Letters” from human resource managers, clinical affiliates, etc., will not be accepted in lieu of a current background check. Students are responsible for payment of all fees charged for the background check service.

- B. *Scope of Criminal Background Check.* A comprehensive criminal history search will be conducted of all state and federal databases. Noted will be all convictions, deferred adjudications or judgments, expunged criminal records, and pending criminal charges. The student will be responsible to provide any necessary documentation showing disposition of charges.
- C. *Student Right of Review.* Students have the right to review information reported by the Mississippi Department of Health for accuracy and completeness. Prior to making a final determination that will adversely affect the student, the student will have the opportunity to provide any supporting documentation in disposition of the charge(s).

#### IV. **Procedure**

If the criminal background check [the rap sheet] reveals a “Disqualifying Event” as outlined in State Code § 43-11-13, Mississippi Code Annotated, the student will be dismissed from the health education or nursing program of study. Also, local clinical affiliates have identified other exclusions, in addition to named “Disqualifying Events”. All other rap sheet reports other than those identified in state code will be reviewed by the “Review Standards Committee” hereafter referred to as the Review Committee.

- A. The criminal background check “Rap Sheet” report will be submitted to the designated Review Committee, comprised of a minimum of two Health Science Division program directors or designees and when indicated, one CCC police officer. If the report does not contain any negative findings as determined by the committee, the student will be allowed to participate in clinical rotations. If the report contains negative findings, the Review Committee will request that the student submit additional information relating to the negative finding(s), such as a written explanation, court documents and police reports. If necessary, the student in question may be asked to meet with the Review Committee.
- B. The Review Committee will review all information available and determine whether the student will be permitted to participate in clinical rotations or dismissed from the program.
- C. The decision rendered by the Review Committee is final and is the final level of appeal.
  - 1. *Review Committee.* In reviewing the background check report and any information submitted, the “Review Committee” will consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the

offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms or other materials. The committee will keep in mind both the safety interests of the patient and the workplace, as well as the educational interest of the student. In reviewing background checks and supplementary information, advice may be obtained from CCC's college counselor law enforcement agencies.

## V. Confidentiality and Recordkeeping

- A. Background check reports and other submitted information are confidential and may only be reviewed by college officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA).
- B. *Students.* Background check reports and other submitted information of students will be maintained by the Health Science Program Director.

## VI. Other Provisions

- A. The Health Science Program Director will inform the students who have negative findings in their background check report. The "Review Committee" will consider and evaluate all criminal history findings using Mississippi State Law Code, § 43-11-13, Mississippi Code Annotated, as a guide. However, there are other "local exclusions" that may negate a student from participating at local/regional clinical affiliates. Noteworthy is, even though the student may be allowed to progress in the chosen Health Education or Nursing program, local licensure agencies and state boards may not permit or accept an individual for registration, permit or licensure. Employability is **not** guaranteed in the chosen health education or nursing program.
- B. A background check will be honored for two years of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the certificate or degree program.
- C. Falsification of information, including omission of relevant information, will result in dismissal from the Health Science Division program. Falsification of information, including omission of relevant information, raises questions about the student's truthfulness and character (CCC College Catalog)
- D. Expunged or sealed offenses, arrests, tickets, or citations is the student's responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. The student will be required to submit a copy of the Court Order expunging or sealing the record in question to the "Review Committee".

Failure to reveal an offense, arrest, ticket or citation raises questions related to the student's truthfulness and character (CCC College Catalog).

- E. Criminal activity that occurs while a student is in attendance at CCC will result in disciplinary action, including program dismissal, and will be addressed through the college's academic or disciplinary policies.
- F. Any currently enrolled student convicted of a felony or a "drug related" infraction, or misdemeanor must report the offense to the designated CCC Health Science Program Director within 30 days of conviction to include plea agreements, guilty pleas, etc.

## **SECTION 14: TECHNOLOGY**

### **14.1 Orientation to Instructional Technology**

Health Science students utilize a variety of instructional technologies. Faculty provides orientation to the use of technologies as follows:

1. Library orientation to the use of online data bases and resources is provided on site at the Mason Health Science Building annually.
2. The features of the Canvas learning platform are reviewed to ensure that students can access and navigate course materials.
3. Program specific online learning systems are introduced and reviewed with students prior to making assignments.
4. Practice using program specific electronic testing is provided prior to the first test.
5. Use of laboratory simulation equipment is reviewed prior to learning activities.
6. Instruction and practice in the use of electronic medical records and other agency specific technologies is provided prior to client care.

### **14.2 Electronic Devices in Class, Laboratory, and Clinical Sites**

1. The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom, laboratory facilities, and clinical sites unless directed by instructor.
2. Cellular phones may not be used as calculators.
3. All cell phones will be placed on silent (vibrate mode will be turned off) and placed in a designated container at the front of the room of the classroom prior to the beginning of the class period. Program directors can make an exception in the classroom for certain activities.
4. Phones may be retrieved at the beginning of a break. However, the policy will apply again once the break period is completed.
5. If a student is seen with a cell phone during a test, the student's test will be stopped and a zero given for the test.
6. Audio and video recordings of lecture, laboratory, and clinical sites are prohibited.
7. Students whose electrical devices disrupt class may be asked to leave class, marked absent and will not be permitted to return for the session.



## **SECTION 15: POLICY CHANGES**

The following process is taken prior to the creation and/or change of policy:

1. Identify the need for the policy creation or policy change.
2. Collect data for policy content.
3. Create draft and send to specific program committee for review.
4. The program committee will forward policy to Program Director.
5. Program Director will review policy draft and send back to original committee with recommendations, if necessary.
6. If no recommendations, Program Director will send policy draft to Dean of Health Sciences.
7. Dean of Health Sciences will forward final draft to President of College.
8. Policy will become effective upon approval by President of College and Board of Trustee if indicated.
9. Students will be given a reasonable amount of time to make adjustment for any policy creation and/or policy change.

# **APPENDIX A**

## **Associate Degree**

### **Nursing**

## **Coahoma Community College Associate Degree Nursing Program**

### **Background**

Coahoma Community College is located in the northwest corner of the rural Mississippi Delta and is an accredited (Southern Association of Colleges and Schools), public, comprehensive, two-year institution of higher learning dedicated to serving Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica counties and beyond.

Coahoma Community College (CCC) is one of the country's 105 Historically Black Colleges and Universities as defined by the Higher Education Act of 1965, and is charged with the mission of educating Black Americans. Coahoma Community College originally began as the first agricultural high school in Mississippi established for Negroes under the then existing "separate but equal" doctrine for education. The junior college curriculum was added in 1949, and the name of the institution was changed to Coahoma Junior College and Agricultural High School. In 1965, Coahoma Junior College opened its doors to all students regardless of race, color, sex, national origin, or disability. With the approval of the Board of Trustees of Coahoma Junior College and the State Board for Community and Junior Colleges, Coahoma Community College's name was changed to Coahoma Community College, effective July 1, 1989.

### **Mission of Coahoma Community College**

Coahoma Community College is a two-year, accredited, public, comprehensive institution of higher learning committed to serving as a catalyst for community and economic development in the rural, Northwest Mississippi Delta region and beyond. The college provides accessible, diverse, equitable educational opportunities and support services that foster holistic growth in a student-centered learning environment. The college is committed to preparing students for college or university transfer and entry into a skilled workforce.

## **Mission, Philosophy, and Organizing Framework**

### **Mission**

The mission of the Associate Degree Nursing Program is to provide an accessible, diverse, quality, and equitable associate degree nursing program to prepare highly educated, dedicated, and motivated registered nurses for the community served by Coahoma Community College and beyond. The nursing faculty's philosophical beliefs and values in regard to the concepts of Nursing, Society, Client, Health and Teaching/Learning provide the foundation for the curriculum and are reflected in the end-of-program student learning outcomes as they progress through the program of study.

### **Nursing Education Unit Goals**

1. To prepare the associate degree nursing graduate with the knowledge, skills and attitudes needed to successfully complete the credentialing process to practice as a registered nurse.
2. To prepare the associate degree nursing graduate with the knowledge, skills and attitudes required to enter the healthcare workforce and practice as a productive member of the multidisciplinary healthcare team.
3. To provide health care agencies and facilities with quality, respected registered nurses who are caring, independent thinkers and have the clinical reasoning skills needed to practice with excellence in the community in which they serve.

### **Philosophy**

The following reflects the beliefs and values of the nursing faculty in regard to concepts foundational to the philosophy of the nursing program which include Nursing, Society, Client, Health, and Teaching/Learning.

Nursing is an art and a science. Nursing is a dynamic, interpersonal discipline which exists to assist clients of all cultures and ethnic backgrounds to maintain or move toward optimal function. The nurse utilizes the nursing process as a scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation and evaluation. The nurse develops and practices communication skills to enhance the nurse-client relations. The nurse displays respect and compassion in client interactions and seeks to develop trust in the nurse-client relationship in the achievement of desired client outcomes. The nurse develops and utilizes documentation skills to ensure appropriate interaction with members of the healthcare

team members regarding client care. Accountability and responsibility for one's self and for others is foundational to all nursing interactions.

Society is a social system composed of diverse groups of people with unique cultural beliefs and behaviors. Each person in society should be respected as an individual and offered access to quality health care.

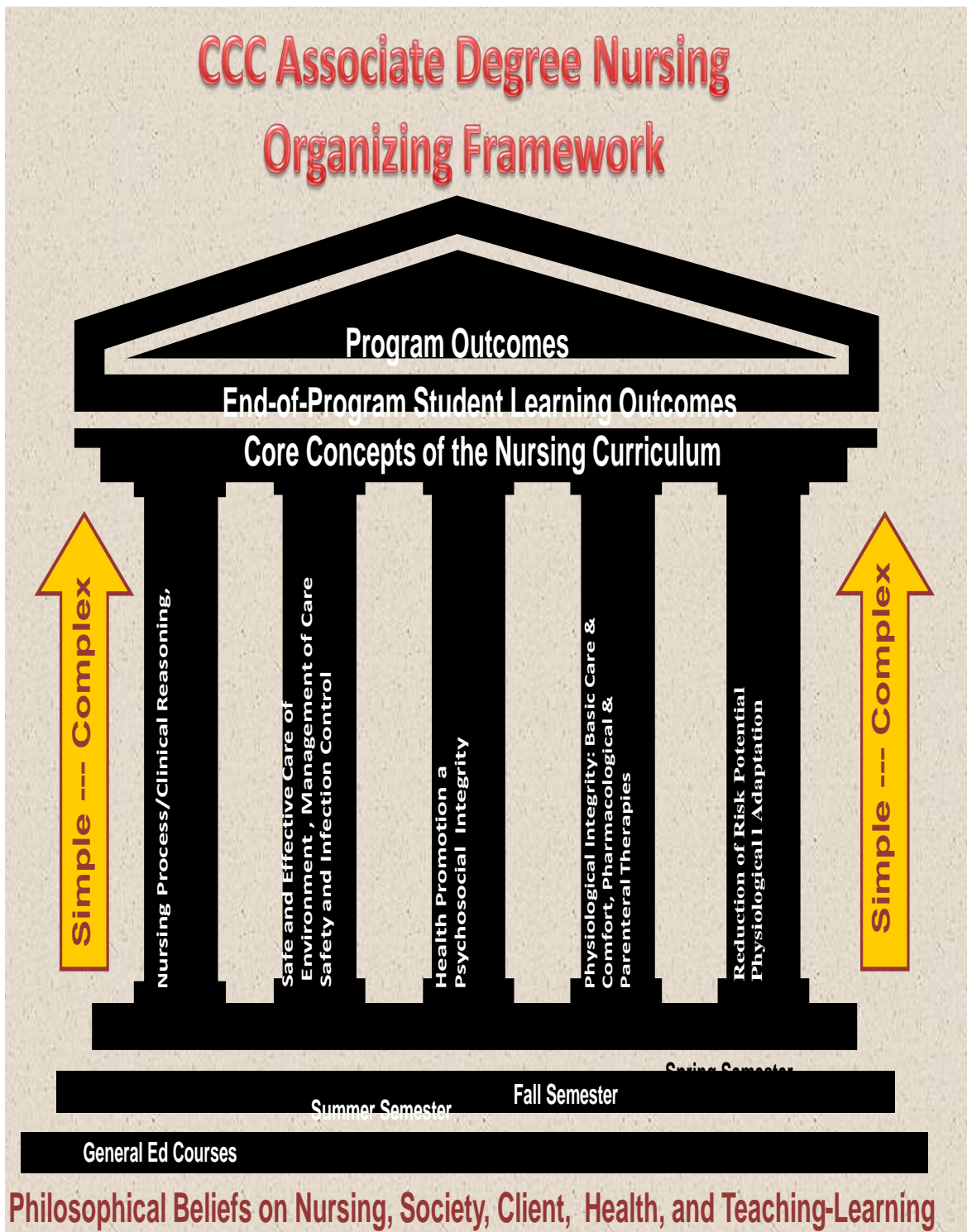
Client is a unique, holistic individual who is a biological, psycho-social-cultural being with the freedom to choose and make decisions. Through dynamic processes of coping, each client strives to maintain equilibrium within the environment. Each client is capable of growth and change over the entire life span. The client is the recipient of nursing care, which can include meeting the human needs of comfort, nutrition, safety, elimination, self-worth, and social interaction.

Health is a dynamic adjustment to stressors in the internal and external environment through optimal uses of resources, in order to achieve a state of physical, emotional, intellectual, social and spiritual well-being. A state of health depends on the goals and potential of the individual, as well as the family, community, and society within the person's environment. Health is a continuum, and is experienced at varying levels throughout the lifespan.

Teaching/Learning is a process which manifests itself as a change of behavior in a person. It is a dynamic, continuous process which occurs through active participation by the learner and is facilitated by the teacher, through a variety of instructional interactions. The integration of cognitive, affective, and psychomotor experiences is essential to the teaching-learning process and is the means through which the learner discovers innate abilities and maximizes one's potential. The teacher provides support to the learner to build on experiences brought to the program, experiences exposed to during the course of study, and retention of information as a result of active involvement. This process is dynamic, self-directed and developmental, moving from simple to complex building higher levels of insight and discernment.

*The following organizing framework was designed by the nursing faculty to demonstrate how the major components connect and build to achieve the end-of-program student learning and program outcomes. The components of the organizing framework consist of the major concepts of the philosophy. Client Need Category Framework, and integrated processes which align with the end-of-program student learning outcomes adopted from The Mississippi Competency Model. The nursing curriculum is reflected in the end-of-program student learning and program outcomes.*

Coahoma Community College Associate Degree Nursing Program  
**Organizing Framework**



## End-of-Program Student Learning Outcomes

Upon completion of the Associate Degree Nursing Program at Coahoma Community College, the graduate will be prepared for professional nursing practice role to:

<b>Core Concepts</b>	<b>End-of-Program Student Learning Outcomes (EPSLO)</b>
<b>Patient-Centered Care</b>	1. Perform a focus and/or comprehensive assessment on assigned client and develop a holistic plan of care that is priority-based using the nursing process as well as recognizes an individual's preferences, values, and needs and respects the client or designed as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
<b>Professionalism</b>	2. Demonstrate accountability for the delivery of own nursing practice that is consistent with moral, altruistic, legal, ethical, and humanistic principles, incorporate American Nursing Association Code of Ethics into daily practice, and participate in life-long learning.
<b>Leadership</b>	3. Influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals by using critical thinking, problem solving, and communication skills to meet client care needs.
<b>System-Based Practice</b>	4. Plan, organize, and deliver client care in the context of the work unit using available resources to achieve quality client outcomes and recognizing interrelationships among nursing, the nursing work unit, and organizational goals.
<b>Informatics &amp; Technology</b>	5. Organize information and use technology to communicate effectively with the interdisciplinary team, manage knowledge, mitigate error, and support decision making to improve client outcomes and nursing practice.
<b>Communication</b>	6. Use clear, concise, and effective written, electronic, and verbal communication skills with clients, families, and colleagues, fostering mutual respect and shared decision making to enhance client satisfaction and health outcomes.
<b>Teamwork &amp; Collaboration</b>	7. Function effectively within own scope of practice, fostering open communication, mutual respect, shared decision making, team learning, and development of all health team members, integrate contributions of others in assisting client/family to achieve health goals.
<b>Safety</b>	8. Minimize risk of harm to clients, colleagues, and providers through both system effectiveness and individual performance; participate in analyzing errors and designing systems to improvements.
<b>Quality Improvement</b>	9. Use data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (Adopted from QSEN, 2007).
<b>Evidence-Based Practice</b>	10. Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of client's preference, experience and values to make practice decisions and value the need for continuous improvement in clinical practice based on new knowledge (Adopted from QSEN, 2007).

### **Program Outcomes**

The Coahoma Community College Associate Degree Nursing Program (ADN) aspires to meet the following program outcomes:

- The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
- The 3 year mean for program or degree completion will be at or above 55%
- 90% of graduates will be employed as a registered nurse within six months after passing NCLEX-RN®



## **SECTION 1: ADMISSION**

1.1 The following must be completed by March 31 to be considered for admission to the Associate Degree Nursing Program in the fall:

1. Must be LPN with an unencumbered Mississippi License.
2. Complete General Admission Requirements for Coahoma Community College (must have 2 official transcripts of all schools and colleges attended, one for the college and one for the ADN Program).
3. Obtain an associate degree nursing admission packet and complete all required forms
4. Have a minimum composite ACT score of 18 or MS Institution of Higher Learning requirements.
5. BIO 2513, BIO 2511, BIO 2523, BIO 2521 (Anatomy & Physiology Lectures/Labs) and BIO 2923, BIO 2921 (Microbiology Lecture/LAB) must have been taken within (7) years.
6. Complete all pre-requisite courses by May of the academic year for which applying unless approved by director.
7. Have a minimum cumulative grade point average at least 2.5 on all pre-requisite courses, with a grade of at least a "C" in all course work.
8. Complete a pre-entrance exam
9. Once accepted, show evidence of completion of required immunizations which include:
  - a. Positive serology of immunity to Varicella (chicken pox) or immunization
  - b. Complete or started Hepatitis B vaccination series or proof of immunity, tetanus, 2 step TB skin test, and a flu shot in the fall
  - c. Criminal background check
  - d. State issued photo identification and social security card
  - e. CPR certification from American Heart Association for health care provider which is current for two years and maintained until graduation
  - f. Pass a drug and alcohol screen and any other requirements by clinical facilities
  - g. A completed physical exam signed by a primary care provider
  - h. Complete a physical exam signed by a primary care provider.
10. Present evidence of an unencumbered license to practice as an LPN in Mississippi.
11. Present employer verification of at least 6 to 9 months of continuous employment as an LPN.

1.2 All students enrolled in the Associate Degree Nursing Program must maintain currency for the following in order to participate in clinical according to the policies of the MS Department of Health:

1. BLS/CPR (American Heart Health Care Provider)
2. Physical Exam
3. TB Skin Test (2 step)
4. MMR

5. Adult TD
6. HEP B
7. Varicella (2)
8. Flu Vaccine
9. Criminal Background Check
10. Malpractice Insurance
11. Accident Insurance

### 1.3 Admission Selection Process

- a. Candidates are assessed for documentation that meets all minimum admission requirements for the Associate Degree Nursing Program. (Incomplete applications will not be considered for admission.)
- b. A Rating Scale for Admission form is completed and scored on each candidate meeting minimum admission requirements.
- c. The Rating Scale for Admission form can be found at <http://www.coahomacc.edu/healthsciences/adn/RatingScale.pdf>
- d. The completed forms are ranked numerically and candidates are selected from the top down.

**NOTE** for Associate Degree Nursing and Practical Nursing: The Mississippi Board of Nursing may deny a license to persons when proof exists that such person has been party to certain acts or conditions. The following is a summary of these acts and conditions that may affect a new graduate seeking initial licensure. For the complete text, please refer to the Mississippi Board of Nursing Practice Law, Section 73-15-29'

1. Fraudulent attempt to obtain a license;
2. A conviction of a crime or moral turpitude;
3. Addiction to or dependence on alcohol or other habit-forming drugs;
4. Evidence of a physical, mental or emotional condition that renders them unable to perform nursing duties with reasonable skill and safety;
5. Been party to conduct that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972;
6. Engagement in conduct likely to deceive, defraud or harm the public;
7. Violation of any provisions of the Mississippi Nursing Law.

## **SECTION 2: GRADING**

- 2.1 The Associate Degree Nursing grading scale-see page 17.
- 2.2 Students admitted to the Associate Degree Nursing Program must maintain a “C” or a 77 course average in all nursing courses and pass clinical.
- 2.3 Each syllabus contains a course grade worksheet to be used by the student for personal grade tracking and use during faculty/student meetings.

### **SECTION 3: PROGRESSION**

- 3.1 A student must earn a final course grade of 77% or “C” in all nursing courses to progress to the next course or semester.
- 3.2 In order to progress through the Associate Degree Nursing Program, students must:
  - 3.2.1. Have satisfactory clinical and skills performance as defined in the course syllabus for each course and in the CCC Health Science Programs Student Handbook.
  - 3.2.2. Maintain CPR certification and other annual practice credentials.
- 3.3 Satisfactory is considered passing in clinical and is defined in each course syllabus that has a clinical component.
- 3.4 All requisite nursing courses must be passed to progress to the next nursing course.
- 3.5 Students are required to pass all courses in order to participate in graduation and/or Health Sciences pinning ceremony. If a student receives an incomplete (I) in any course, the student cannot participate in graduation or pinning ceremony.

## SECTION 4: COST

### 4.1 Type and length of Programs:

- LPN to RN Associate Degree Nursing Program- 3 semesters (must complete general education prerequisites prior to admission)

Credits required for graduation:

- 71 hours

Degree awarded:

- Associate in Applied Science (AAS)

### 4.2 Costs/Fees:

Cost is **estimated** and includes tuition/related fees and nursing program costs such as ATI Learning System, books, uniforms, clinical convention fees, pinning, graduation, NCLEX-RN® fees, etc. as appropriate for each semester. If dormitory student - additional costs apply. The current cost list is available to students on the CCC web site or upon request.

## ADVANCED PLACEMENT POLICY FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPN) who meet specific admission requirements may be eligible for admission to the Associate Degree Nursing program. An LPN admitted must enroll in NUR 2013 Nursing Transition (3 credit hours) during Summer Session I. Upon successful completion of NUR 2013 Nursing Transition, student is awarded advanced placement to the second year of the Associate Degree Nursing program. This student is also eligible to receive 14 hours of transcript credit based on possession of an unencumbered practical nursing license at the time of admission to the program, therefore providing the LPN to RN student with the equivalent number of credit hours required in the Associate Degree Nursing program. The 14 hours of transcript credit is only awarded upon the successful completion of the second year of the Associate Degree Nursing program.

## **SECTION 5: INSTRUCTIONAL ENHANCEMENT (IE)**

- 5.1 The purpose of instructional enhancement is to assist students to attain the knowledge and critical thinking skills required to successfully complete the associate degree nursing program and pass the NCLEX-RN®.
- 5.2 Advisor/Advisee Assignment- Each Associate Degree Nursing student will be assigned an advisor (a nursing faculty member) for the purpose of providing support and academic guidance. Students are to communicate with their assigned advisor on a regular basis and to keep all scheduled appointments. Students should prepare for meetings with their advisor using the Advisement/Counseling Form on the next page.
- 5.3 Remediation: Students who score 77% or less on a unit exam must meet with their advisor to remediate on concepts and/or content not mastered. Remediation is used to enhance students' success in the program. Students who fail to remediate with advisors as required, will receive 90% of their daily grade average.
- 5.4 Students will take the following Assessment Technologies Institute ®, LLC (ATI) exams while in the nursing program:

### **Summer Transition**

- Critical Thinking Assessment: Entrance
- Self-Assessment Inventory
- RN Fundamentals of Nursing
- RN Pharmacology
- RN Medical-Surgical Nursing

### **First Semester Sophomore Year**

- RN Mental Health
- RN Maternal Newborn
- RN Nursing Care of Children
- RN Nutrition
- RN Community

### **Second Semester Sophomore Year**

- RN Nursing Leadership
- RN Comprehensive Predictor®
- RN Fundamentals
- RN Pharmacology
- RN Nutrition
- RN Community Health Nursing
- RN Medical-Surgical Nursing
- RN Mental Health Nursing

RN Maternity and Newborn Nursing  
RN Pediatric Nursing  
Critical Thinking Assessment: Exit

- 5.4 ATI proctored exams are scheduled and must be completed prior to the final exam for a course. Prior to the scheduled ATI proctored exam for a course, the student is required to complete the assigned ATI practice tests as indicated in the specific course syllabus. Each student is to meet with their advisor regularly and BEFORE the day of the scheduled ATI proctored exam to discuss grade status and to provide evidence of preparation for the proctored exam based on the results of the practice exams.

Coahoma Community College  
Associate Degree Nursing

Advisement/Counseling Form

**Directions-**The student should bring items 1-4 completed to the meeting with their advisor. After the conference, the student should obtain a copy of the completed form from the advisor for their own records.

1. Student Name\_\_\_\_\_ Date of Advisement\_\_\_\_\_
2. Course Name\_\_\_\_\_ Current Average\_\_\_\_\_

3. Student Assessment Information-

- Other classes you are enrolled in \_\_\_\_\_
- Study Habits
  - Number of hours spent studying and location:\_\_\_\_\_
  - Description of how you study\_\_\_\_\_
  - Work schedule\_\_\_\_\_

4. Student Statement (identify any problems that need to be discussed with advisor)

5. Instructor's Recommendations:

Student's Signature\_\_\_\_\_ Date\_\_\_\_\_

Instructor's Signature\_\_\_\_\_ Date\_\_\_\_\_



## 5.5 NCLEX-RN® Preparation

- 5.5.1 In order to practice as a registered nurse the graduate must pass the NCLEX-RN®. Students pay for and participate in an onsite professional NCLEX-RN® review class prior to taking the ATI Comprehensive Predictor.
- 5.5.2 The ATI RN Comprehensive Predictor® is an exam that predicts the probability of a student success on the NCLEX-RN®. The benchmark of NCLEX-RN® readiness used by the CCC Associate Degree Nursing Program is a probability score of 95% on the ATI RN Comprehensive Predictor®.
- 5.5.3 Students are required to take NUR 2232 in preparation for the NCLEX-RN®. The student must make an overall average of 77% or above to earn credit for the course.
- Course requirements include the following:
- Level 2 performance on all ATI proctored tests to receive assigned points.
  - Certificate of Completion from the online extension course by the National Council of State Boards of Nursing (NCSBN)
  - Completion of 50% of the Virtual ATI Review® to include a passing score on the medical surgical section must be shown on the Virtual ATI report to faculty on date set by instructor.
  - Achievement of a 95% probability score on the ATI RN Comprehensive Predictor®

## SECTION 6: TESTING

- 6.1 Most exams/scheduled tests are computer generated and graded. Pre and post lecture quizzes may be administered by paper and pencil or return demonstration. Each course syllabus designates how a course grade is calculated. Exam/scheduled test grades are posted via the Canvas Grading Center.
- 6.2 A paper test will be used as a back-up method in the event that computerized testing is not possible.
- 6.3 Make-up-When a scheduled test is missed, the students must upon return to class bring documentation of the reason for the absence in order to make up. The make-up test will be a different test but cover the same content and will be according to the time scheduled by the instructor. The make-up test may be a paper and pencil test and include essay-type questions.

Any student that is 15 minutes late for a scheduled exam will not be allowed to the exam and will be given a make-up test.

- 6.4 Exam questions are reviewed by a faculty committee before and after test administration. Exam item analysis results and other methods are used to assist in this evaluative process.
- 6.5 During test time:
- Students are to place all personal items in the designated area of the room prior to sitting at a computer to test (purses, backpacks, phones, etc.)
  - No items are allowed at the computer during testing ~~other than a watch.~~
  - Time allowed for tests will be one and one half minutes per question.
  - No talking is permitted during a test
  - Time will be called at the completion of the time allotted.
  - Two sheets of scratch paper will be provided during a test. Students must sign both sheets and turn both in before leaving the room after taking a test.
  - Students may be directed to a special seating arrangement during a test.
- 6.6 Writing questions/answers from the test or looking at another student's computer or paper is considered cheating. Any suspicious behavior associated with cheating will cause the student to be removed, and a zero given for that test by the faculty test monitor. The student will then be subject to the Health Science Program's Student Handbook and the Coahoma Community College Student Handbook for disciplinary procedures.

## SECTION 7: CLINICAL PRACTICUM

### 7.1 Skills Lab

7.1.1 Scheduled skills labs are part of the clinical component of nursing courses.

7.1.2 Skills performance-In order to meet the competency level for each required skill, the student will have three (3) opportunities to be checked-off for satisfactory performance. If the student requires the third check-off, a different instructor will be assigned to assess the students' skill competency level. After the third unsuccessful attempt for a skill, the student will receive an unsatisfactory which results in clinical failure.

7.1.3 All clinical experiences are necessary and must be made up to meet the course requirements. Absences may put students at risk for unsuccessful completion of a nursing course.

7.2 Students are encouraged to practice skills during the lab's open hours through communication with faculty. Students are expected to comply with the practices that provide for personal safety and care of the equipment.

7.3 In the final semester each student will be evaluated on their performance in a simulated client care scenario in NUR 2227. Students will be responsible for all skills previously acquired in the Program of Study. The student will have three (3) opportunities to be checked-off for satisfactory performance. If the student requires the third check-off, a different instructor will be assigned to assess the students' skill competency level. After the third unsuccessful attempt, the student will receive an unsatisfactory which results in clinical failure.

NUR2227 is a combined theory and clinical course. The student must achieve a course grade average of 77% in the theory portion AND a satisfactory in the clinical portion to pass the course.

7.4 Safety in the Skills Lab is to be observed at all times:

- No invasive procedures
- The storage closet will be kept locked at all times and its use monitored by instructors.
- Standard precautions, correct body mechanics and appropriate dress must be maintained by all participating students.
- All students should follow safety procedures when using sharps.
- Broken glass from an ampule should be deposited in the red Sharps container immediately.
- Medications are teaching placebos and are for practice use only.
- Any safety hazard or accident should be reported immediately to the faculty or the nursing office.
- Students using the lab for practice must inform the instructor when leaving and

- make sure the lab is left clean, orderly, and secure.
- All lab equipment, furniture, etc. should be left as found.

#### 7.5 Clinical Agency Dress Code is as follows:

- Coahoma Community College white uniform; top and pants, with student nurse patch on left arm,
- All white shoes (non-porous material) with enclosed toe, white socks/neutral or white hose,
- School name badge with picture ID in plain view at all times.
- Uniforms must be clean, pressed, and should not interfere with freedom of movement (too tight).
- No jewelry will be allowed except for a flat wedding band, wristwatch, and one pair of stud earrings.
- Tattoos need to be covered.
- No fragrances are allowed.
- Hair must be secured in a ponytail or braid with a non-decorative hair clip. Hair cannot dangle in the students' face or fall onto the client
- Beards and/or mustaches must be neat and trimmed.
- Nails should be trimmed ¼ inch and clear nail polish is acceptable as long as not chipped.
- Artificial nails, extenders, or false eyelashes are not allowed.
- Lab jackets must be white.
- School patches are required to be worn on the left sleeve of school uniforms and lab jackets.

#### 7.6 Clinical Assignments/Conferences

- Each semester students are assigned to clinical groups.
- Students should not schedule personal appointments on clinical days, since times may vary.
- The clinical instructor will provide the student with specific information and directions on patient/clinical assignments specific to the clinical setting.
- Students are responsible for carrying out clinical assignments made by the instructor.
- Assignments must be submitted on time as required by the clinical instructor.
- Pre and post clinical conferences are coordinated by the clinical instructor. This time is utilized for multiple reasons to include discussion of teaching/learning experiences, determination of student preparation, and assessment of skills acquisition. Students are encouraged to be interactive. Pre and post conferences are considered part of the clinical experience.

#### 7.7 Student clinical performance-Any student enrolled in the Associate Degree Nursing Program may be dismissed for unethical, dishonest, or illegal conduct that is inconsistent with professional nursing practice.

- 7.7.1 All students are responsible for their own transportation to campus, clinical sites and related required program activities.

Each student is expected to arrive at a clinical assignment on time, prepared, and dressed appropriately.

The instructor may require a student to leave a campus lab or clinical experience if the student is unprepared, dressed inappropriately, exhibits health problems which may jeopardize the health of others, or exhibits unsatisfactory behavior. The instructor will determine unacceptable or inappropriate behavior by observation and/or input from agency staff.

- 7.7.2 Any action or inaction which does not meet established standards of care and poses a threat to the client's well-being is considered unsatisfactory nursing care.

- 7.7.3 Students are responsible for knowing and successfully carrying out satisfactory nursing care specific to each clinical course.

- 7.7.4. In the event of unsatisfactory clinical behavior/unsatisfactory nursing care that poses a threat to a client's well-being, the following procedure will be followed:

1. The clinical instructor will document the incident and at the instructor's discretion the student may be reassigned clinical activities or asked to leave the clinical area.
2. The documentation will be provided to the Program Director and the student will be notified.
3. The student will be allowed to attend classes but may not be allowed to return to the clinical setting until the matter is resolved. Clinical absences do not accrue during this process, but time missed will have to be made up.
4. The student is given the opportunity to present in writing their explanation of the incident.
5. The clinical instructor and student will meet to review the incident.
6. When deemed necessary by the Program Director, a faculty committee will review the documentation of the incident and the meeting of the student and the faculty member. A recommendation will be made and forwarded to the director.
7. The review of the incident must take place within five business days of the date of the event unless there are extenuating circumstances.
8. After reviewing all the information, the Program Director makes the final decision on disciplinary action which may include dismissal from the Associate Degree Nursing Program.

## **SECTION 8: Code of Ethics for Nursing Students**

### **(National Student Nurses' Association, 2001)**

8.1 As students are involved in the clinical and academic environments, ethical principles are a necessary guide to professional development. Therefore, within these environments the following will apply:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any forms of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

8.2 Any breach of the Code of Ethics for Nursing Students may result in the following:

1. Probation-warning status, further breach results in dismissal
2. Dismissal-immediate removal from the Associate Degree Nursing Program and ineligible to return to the program  
(See Section 8)

## SECTION 9: MISCELLANEOUS

### 9.1 Computer Lab Use

- No food or drink allowed in computer lab.
- Hours: Monday-Thursday 8a.m. - 4:30 p.m. and 8a.m. -4p.m. of Friday. Hours outside of class time should be scheduled with faculty as needed.
- Students are to report computer/printer problem to nursing office.

### 9.2 Program and Course Evaluations

- Students complete course, instructor, and clinical agency evaluations at the end of each semester.
- Each graduating sophomore completes an end of program evaluation prior to graduation.

### 9.3 The Mississippi Organization for Associate Degree Nursing (MOADN) is the voice for associate degree nursing in the state. MOSA is the student chapter for MOADN. Associate Degree Nursing students are encouraged to belong to MOSA and attend the annual convention. Officers from the sophomore class are elected in the fall semester by the total ADN student body. Additional student fees are assessed to cover the cost of attending the annual conference.

- Students who meet the established criteria may run for office. All student elections are held by secret ballot. The majority vote is the winner. A student elected must meet the qualifications for the specific office as stated on the ballot.
- Associate Degree Nursing students may also qualify for induction into the local chapter of the N-OADN Alpha Delta Nu Nursing Honor Society. The objective of the N-OADN Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing.

### 9.4 Associate Degree nursing student representatives serve on the Health Science Faculty-Student Council and have input into the operation of Health Science programs. These representatives are to communicate student concerns or requests and take feedback to the nursing student body.

# **APPENDIX B**

## **Practical Nursing**



## **PRACTICAL NURSING PROGRAM**

### **MISSION STATEMENT**

The Practical Nursing Program supports the mission of Coahoma Community College and the Health Science Division by providing accessible, affordable, diverse, equitable, and quality nursing educational opportunities in a nurturing teaching and learning environment for students.

### **GOALS OF THE PRACTICAL NURSING PROGRAM**

1. Prepare graduates to enter the workforce and progress in their educational goals.
2. Empower students with a network of support services and activities to maximize their potential while enrolled in the Practical Nursing Program (i.e. student navigator services, faculty-student council, faculty advisement, and remediation).
3. Utilize simulation, learning management systems, adaptive learning systems, and other technological tools to provide innovative learning opportunities for the students.
4. Contract with various clinical healthcare facilities that allow students to practice holistic care to clients from diverse multicultural backgrounds.
5. Ensure institutional effectiveness for planning, assessing, and evaluating all activities and program outcomes.
6. Prepare graduates to provide competent and efficient nursing care for individuals and families across the life span.
7. Prepare graduates to write and pass the NCLEX-PN® (National Council of Licensure Examination) on first write.
8. Support cultural enrichment programs and activities, and foster a culture of health and wellness in the Health Science Division that extends to the surrounding communities and schools.

## **PRACTICAL NURSING PHILOSOPHY**

Nursing is a helping profession, a personal service, goal-directed and adaptable to the needs of the individual, family, and community during health and illness. Nursing is the art and science of assisting persons to meet essential daily living needs. The “science” of nursing is not simply the pursuit of knowledge for its own sake, but rather the drawing of facts and laws from science. The “art” of nursing is the application of principles and techniques to create excellence in the provision of health care. Nursing is a blending of the physical, biological, social, psychological, and medical sciences with nursing arts in the provision of a service to man to attain his highest level of wellness.

Nursing is a personal service specific to the individual provision of care and is modified as changes are brought about in the state of health in the individual, whether these changes are progressive toward the attainment of wellness or regressive toward the attainment of a peaceful, dignified death process. Nursing includes the prevention of illness and accidents in hospital/community, health education, and rehabilitation.

Practical/vocational nursing is the performance for compensation of authorized acts of nursing which utilizes specialized knowledge and skills and ~~which~~ meet the health needs of people in a variety of settings under the direction of qualified health professional. The practical nurse is prepared, through a formal educational program, to function completely as a member of the health team in the identified roles of the Licensed Practical Nurse as the situation dictates.

## **PROGRAM OUTCOMES**

1. Licensure exam passage rates are the program's three year mean on NCLEX-PN® for all test takers is at or above the national average.
2. Over a three-year mean, at least 60% or above of the graduates will complete the Practical Nursing Program.
3. Over a three-year mean, at least 75% of the graduates will express satisfaction (score of 3 or above) with the Practical Nursing Program.
4. Over a three-year mean, at least 75% of the employers will express satisfaction (score of 3 or above) with the Practical Nursing Program/graduates
5. Over a three-year mean, at least 70% or above of the graduates will be employed within the field of nursing within six (6) months.

## **ROLE SPECIFIC GRADUATE COMPETENCIES**

1. Demonstrates the role of practice for an entry level LPN in the clinical setting.
2. Safely performs basic therapeutic and preventive nursing procedures across the life span.
3. Uses critical thinking skills and problem solving in making decisions about basic nursing care.
4. Provides safe care related to administration of medications/calculation of medication dosages.
5. Seeks guidance as needed while evaluating and/or performing nursing care.
6. Contributes to the development of the basic nursing care plan.
7. Reinforces patient teaching initiated by the Registered Nurse.
8. Contributes to the identification of basic physical, psychological, growth and development, and cultural needs of the health care client across the life span.
9. Communicates effectively with clients and co-workers.
10. Collaborates with the interdisciplinary team to ensure safe competent client care.
11. Exhibits professional behavior.

## **SECTION 1: ADMISSION REQUIREMENTS /WITHDRAWAL PROCEDURES/GRADUATION REQUIREMENTS**

### **Admission Requirements:**

1. Complete General Admission Requirements for Coahoma Community College.
2. Complete CCC Practical Nursing application printed from [www.coahomacc.edu](http://www.coahomacc.edu) – Click Health Sciences then Practical Nursing.
3. Documentation of the ACT. ACT requires a minimum composite of 17 with 14 in both reading and math.
4. Two (2) letters of recommendation.
5. Complete a pre-entrance exam.
6. Must have a minimum cumulative 2.0 grade point average for college courses taken.

\*Any courses taken after acceptance into the Practical Nursing Program will be calculated into the cumulative GPA. If your GPA falls below a 2.0, your acceptance for admission will be withdrawn. \*

7. Signed nursing program performance standards for admission and progression.
8. Signed drug policy understanding.
9. Once accepted into the program, the following documents are required to be submitted to Health Sciences:
  - Physical examination according to specified form included in the acceptance letter.
  - Evidence of (2) MMR's
  - Varicella (chickenpox) immunization (2) or Varicella (chickenpox) blood titer. Declaration of having Varicella (chickenpox) will not be accepted.
  - Hepatitis (3) vaccinations, or hepatitis titer, or hepatitis titer (positive laboratory result), or declination of Hepatitis B (PN form must be used to decline Hepatitis).
  - Two step TB skin test (Step 1: The student will receive a TB skin test, and it will be read. Step 2: As directed by the clinic, the student will return to receive TB skin test, and it will be read).
  - CPR certification from American Heart Association for health care providers which is current for 2 years. This must be maintained until graduation.
  - Copy of picture ID.
  - Criminal background check will be scheduled by Health Sciences.
  - Drug screen will be scheduled by Health Sciences.
  - Tetanus within 10 years
  - An influenza vaccination will be required in the fall prior to clinical.

## **Admission Selection Process**

The candidate files are assessed for documentation that meets all minimum requirements for admission to Practical Nursing. Each candidate's ACT score and the required pre-test are combined and numerically ranked. The class is chosen from the top down.

**NOTE for Associate Degree Nursing and Practical Nursing:** The Mississippi Board of Nursing may deny a license to persons when proof exists that such person has been party to certain acts or conditions. The following is a summary of these acts and conditions that may affect a new graduate seeking initial licensure. For the complete text, please refer to the Mississippi Board of Nursing Practice Law, Section 73-15-29'

1. Fraudulent attempt to obtain a license;
2. A conviction of a crime or moral turpitude;
3. Addiction to or dependence on alcohol or other habit-forming drugs;
4. Evidence of a physical, mental or emotional condition that renders them unable to perform nursing duties with reasonable skill and safety;
5. Been party to conduct that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972;
6. Engagement in conduct likely to deceive, defraud or harm the public;
7. Violation of any provisions of the Mississippi Nursing Law.

## **Withdrawal Procedure:**

Students officially withdrawing from school should initiate the process at the Office of Admissions and Records. The Office of Admissions and Records will issue the withdrawal form. The withdrawal process must be completed by the dates designated in the Academic Calendar, which can be located on the college website:

1. Return student I.D. to the Office of Admissions and Records.
2. Obtain Withdrawal form from the Office of Admissions and Records.
3. Obtain signatures from the instructional Dean of Health Sciences, Financial Aid Director, Housing Director (dormitory students only), and Director of Finance and Operations.
4. Return withdrawal form to the Office of Admissions and Records for processing after obtaining proper signatures to officially withdraw from the institution.

**Change of Student's Schedule:**

An official change in schedule may be made after securing the signatures of the student's advisor or the department chair and the appropriate instructional Dean. This includes adding and dropping courses. All changes must be made no later than the dates designated in the Academic Calendar. No student will receive credit for a course in which he is not enrolled. Any student who continues to be officially enrolled but does not attend a course will receive a grade of "F". A fee must be paid for each change in schedule after classes begin.

**Graduation Requirements to Receive a Certificate of Completion, the student must:**

1. Complete course requirements in prescribed program of study (Practical Nursing) as prescribed in the catalog.
2. Earn a cumulative grade point average of 2.0 according to the Practical Nursing Grading Scale.
3. Satisfy financial obligations at Coahoma Community College

**Experiential Learning Policy:**

There is no credit granted for prior learning in the Practical Nursing Program.

## SECTION 2: GRADING

- 2.1 A student who is absent on test day may be given an alternate version of the test on the first day of return. The test may be discussion not multiple choice.
- 2.2 A student must have at least an 80 average or above in each course and pass clinical/lab.

System used for determining final grades except PNV 1914 Nursing Transition:

87% = Unit Tests

3% = Daily

10% = Final Exams

Pass/Fail=Clinical/Lab

System used for determining final grade for PNV 1914 Nursing Transition

50% = Written Assignments

50% = Virtual ATI \*

Pass/Fail=Clinical/Lab

\*The student will receive 50% credit for being enrolled into Virtual ATI and with a minimum of completing the Pharmacology Module.

### Progression within the program

- Students must make at least 80% on the theory *to progress in the program*. If the student fails clinical/lab, the student fails the course and cannot progress to the next class.
- Students must make 85% on the drug calculation test. There are two chances to score 85% or above on the drug calculation test. Failure to score 85% or above on the second test, the student will fail PNV 1443 Nursing Fundamentals and Clinical. (Students will be given the 1<sup>st</sup> drug calculation in the middle of the class. **Students who fail to obtain at least 85% on the first test will be given a repeat a drug calculation test. Any students failing to obtain at least 85% on the repeat test will fail laboratory/clinical therefore fail PNV 1443).**
- **If a student cannot progress, the student is dismissed from the practical nursing program but can reapply as outlined by the Health Sciences Readmission policy**



**The Practical Nursing Grading Scale is found on page 17.**

**2.3 Clinical Grading:**

Evaluations will be completed by instructors. In transition class, staff nurses, supervisors and/or doctors can complete the evaluation form; however, the final evaluation and grade will be determined by the faculty. The student will read and sign each evaluation form.

**2.4 Relationship of Clinical and Theory Grade:**

- To pass any course with theory and clinical/lab, a passing average of 80% or above must be maintained in theory and pass all clinical/lab components of the course.
- Students must make 85% on the drug calculation test. There are two chances given to the student. After the second failure to score 85%, the student will fail PNV 1443 Nursing Fundamentals and Clinical.

**2.5 Any student who fails during any clinical period will be dismissed.**

**2.6 Skills Lab Evaluation:** The application of information learned is vital in preparing the student to be a safe and efficient practitioner. Demonstration, practice, and return demonstrations of procedure takes place in an orderly sequence and with adequate time for mastering the skill. A student is expected to take responsibility for lab check-offs practicing and seeking to satisfactorily perform procedures in a timely and efficient manner. The student who is unsuccessful on the first attempt to check off will be required to practice. A second attempt at this procedure is allowed after all other students have attempted this procedure at least once. If a second attempt is unsuccessful, the student will attend a supervised mandatory practice in the skill lab at date and time designated by the instructor. Any student who is unsuccessful in a skill validation will be allowed to attend clinical but will not be allowed to perform the skill until competency is established. Failure to successfully complete required skills can result in termination from the program. When a student is terminated, readmission may be sought to the program according the Health Science Readmission Policy.

**2.7 Clinical Lab Evaluation:** As the student progresses from the practical nursing lab to the clinical setting, they are expected to assume responsibility for information previously learned, and apply this in a safe, timely, and efficient manner. This is a comprehensive and intense experience when students make their first application of knowledge previously learned to the patient care.

**2.8 Safety in the skills laboratory is to be observed at all times.**

- No invasive procedures will be performed on students with the exception of finger sticks for glucose monitoring.
- The storage closet will be locked at all times and its use monitored by instructors.
- Nurse packs should be brought to the lab. Supplies will be used from the nurse packs

- unless additional equipment is needed which will be obtained from the storage closet?
- Broken glass from an ampule should be deposited in the red sharps container ASAP.
  - Medications are teaching placebos for practice use only.
  - No equipment should be taken out of the lab.
  - Any safety accident or hazard should be reported to the nursing instructor immediately.
  - Students using the lab for practice must notify the instructor when they are leaving and make sure the lab is clean, orderly, and secure before leaving.
  - All lab equipment, furniture, etc. should be left as found.

2.9 Student outcomes in Practical Nursing are competencies and suggested objectives listed in the 2012 MS Curriculum Framework

### **SECTION 3: ASSIGNMENTS**

#### **3.1 Make up for classroom:**

- 3.1.1 The student is responsible for making arrangements to make up the work following an absence.
- 3.1.2 Assignments may be obtained from a classmate or instructor.
- 3.1.3 Notes should be obtained from a classmate.
- 3.1.4 All assignments must be made up. The student is responsible for getting assignments missed due to absences, tardiness, or leaving early regardless of cause.
- 3.1.5 All assignments are due on the assigned date.
- 3.1.6 All tests must be made up. The student is responsible for taking tests missed due to absences on the day they return to school.

## SECTION 4: CLINICAL PRACTICUM

- 4.1 All absences in clinical must be made up; however, the makeup day may not be in the clinical setting.
- 4.2. Clinical limitation: Practical Nursing students are **not** authorized to do the following:
  - 4.2.1 Take verbal orders.
  - 4.2.2 Carry narcotic key.
  - 4.2.3 Transcribe orders.
  - 4.2.4 Perform procedures for which you have not been supervised.
  - 4.2.5 Compute dosages for medication administration except under direction of clinical instructor.
  - 4.2.6 Give complete care to an acutely ill patient in complex situation.
  - 4.2.7 Be in charge of a nursing unit.
  - 4.2.8 Administer oxygen by tent or mask or insert catheter for oxygen, except under direction of a clinical instructor.
- 4.3. Nursing students giving medications in the clinical site
  - 4.3.1 Students will be required to score 85% on the drug calculation test before being allowed to give medications in a hospital.
  - 4.3.2 Students will observe the eight (8) right's in medication administration and never deviating from the procedure.
  - 4.3.3 Any drug error while in the program will go the student's record including a copy of the incident report. After the error, the student is counseled concerning the error.
  - 4.3.4 Medications are given by the person who prepared them. Students cannot give medication prepared by someone else.
  - 4.3.5 Students will be directly observed in giving medications until the instructor feels the students are competent to administer drugs. The instructor will notify the students when they have reached that stage. While under direct supervision, the students will under no circumstances administer medications without notifying the instructors.

- 4.3.6 The student will be knowledgeable of each medication prior to being allowed to administer the medication. This knowledge will include, but not limited to the following: generic name; classification, actions, side effects; and nursing considerations.

#### **4.3.7 Incidences related to Clinical Performance**

In the event of unsatisfactory clinical behavior/unsatisfactory nursing care the following procedure will be followed:

- The clinical instructor will document the incident and at the instructor's discretion, the student may be reassigned clinical activities or asked to leave the clinical area.
- The documentation will be provided to the Director of the Program and the student will be notified.
- The student will be allowed to attend classes but may not be allowed to return to the clinical setting until the matter is resolved. Clinical absences do not accrue during this process but will have to be made up.
- The student is given the opportunity to present in writing their response to the incident.
- The instructor and student will meet to review the incident.
- When deemed necessary by the Director of the Program, a faculty committee will review the documentation of the incident and the meeting of the student and faculty.
- When deemed necessary by the Director of the Program and a faculty committee will review the documentation of the incident and the meeting of the student and faculty member. A recommendation will be made and forwarded to the director.
- The review of the incident must take place within five business days of the event unless there are extenuating circumstances.
- After reviewing all the information, the Director of the Program makes the final decision on disciplinary action which may include dismissal from the Practical Nursing Department.

## **SECTION 5: Testing**

- 5.1 Each course has a syllabus that designs how a course grade is calculated.
- 5.2 Theory courses have unit testing, daily grades, and a final examination.
- 5.3 A student who is absent on test day will be given an alternate version of the test on the first day of return. The test may be discussion not multiple choice.
- 5.4 Questions used for unit or final examinations are reviewed before and after the test. Commonly missed questions are reviewed. In addition, content may be re-introduced during class or extra assignments may be required by the students.
- 5.5 During test time:
- No cell phones/blue tooth allowed.
  - Students may be redirected to a specific seating arrangement during testing by the instructors.
  - Purses are to be left at the designed area.
  - No books are allowed.

5.6 Cheating:

Writing questions from the test or looking at another student's answer sheet is considered cheating. Any suspicious behavior associated with cheating will cause the student to be removed and zero given to the student. The student will then be subject to the Health Science Policy and Procedure on Honesty.

5.7 Assessment Technologies Institute® (ATI) testing:

Proctored on-line ATI computerized testing given at the end of the class before the final examination and is incorporated into the class as the last unit test.

- PNV 1443 Nursing Fundamentals and Clinical (PN Fundamentals)
- PNV 1682 Adult Health Nursing Concepts and Clinical (PN Medical-Surgical)

Practice on-line after the practice tests are released by the instructors:

- PN Adult Medical-Surgical (A)
- PN Adult Medical-Surgical (B)
- PN Fundamentals (A)
- PN Fundamentals (B)

- PN Pharmacology (A)
- PN Pharmacology (B)
- PN Maternal Newborn (A)
- PN Maternal Newborn (B)
- PN Mental Health (A)
- PN Mental Health (B)
- PN Nursing Care of Children (A)
- PN Nursing Care of Children (B)
- PN Comprehensive (A)
- PN Comprehensive (B)
- PN Management (A)
- PN Management (B)

If deficiencies are identified, a plan for instructional enhancement is given.

#### 5.8 Proctored End of Program ATI testing

- PN Management Test
- PN Comprehensive Predictor Test – The advisor will meet with the student to discuss the test results. An instructional enhancement plan will be developed with the student

## **SECTION 6: INSTRUCTIONAL ENHANCEMENT – IE (REMEDIATION)**

- 6.1 Each student will be assigned an advisor (a nursing instructor) who will follow them through their progression in the nursing program for the purpose of providing support and academic guidance.
- 6.2 The purpose of IE is to ensure the course material or content taught in nursing class is comprehended by the student. It is also to help prepare for foundation of nursing knowledge needed to critically think and pass NCLEX-PN®.
- 6.3 Unit Exam IE – Commonly missed questions are reviewed. In addition, content may be re-introduced during class or extra assignments may be required by the students.
- 6.4 If student deficiencies are identified, students meet with their advisors to develop a plan of correction. ATI on-line practice is often part of the instructional enhancement plan to correct the deficiencies identified. The plan may include one on one teaching, laboratory practice or referral to student affairs for assistance.
- 6.5 Students are given an NCLEX-PN Review workshop in the classroom by an external reviewer. After the students have taken the PN Comprehensive test at the end of program during Nursing Transition, the student's assigned advisor and the student will meet to discuss the test results. If students have identified deficiencies, the advisors and students will make an instructional enhancement plan to correct the deficiencies. Coahoma Community College will not hold student transcripts regardless of PN Comprehensive test score.



## **SECTION 7: TRANSPORTATION**

### **7.1 Transportation**

Transportation to clinical agencies is not provided for students by Coahoma Community College. Therefore, it is up to the individual student to arrange the student's own transportation.

### **7.2 Pregnancy-see Health Science Policy and Procedure Manual**

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## **SECTION 8: CLINICAL DRESS**

- 8.1 Practical Nursing uniform standards require that the uniform be freshly laundered, pressed, and fitted properly.
- 8.2 A photo ID must be worn in clinical areas at all times (state law).
- 8.3 Uniforms are never to be worn when students are working for compensation.
- 8.4 The student uniform is to be worn for student clinical experience **ONLY**.
- 8.5 White lab coat and name pins are to be worn in the hospital when obtaining assignments. No jeans, flip flops, “mini” skirts, shorts, or other inappropriate attire may be worn in the hospital or on any field trip. Name badges must also be worn.
- 8.6 No artificial nails or extenders are allowed.

## **SECTION 9: EVALUATION**

- 9.1 Students will evaluate each nursing course and instructor (s) electronically and/or written after completion of the class.
- 9.2 Students will evaluate the practical nursing program at the end of the program.
- 9.3 Students will evaluate their clinical sites.
- 9.4 Graduates will evaluate the PN Program 12 months after graduation.
- 9.5 Employers will evaluate their employees that graduated from CCC one (1) year earlier.
- 9.6 Data from students' and employers' evaluations will be assessed, and data will be used for program development, maintenance, and revision.
- 9.7 Data from ATI testing will be assessed, and data will be used for program development, maintenance, and revision.
- 9.8 Data from the PN advisory committee will be assessed, and changes will be made as appropriate.
- 9.9 Data from students' clinical evaluations will be assessed and changes will be made as appropriate.

# **APPENDIX C**

## **Polysomnography**

### **Technology**

### **Student Learning Domains**

1. Upon successful completion of the Polysomnography Technology Program, 100% of the graduates will be able to demonstrate proficient polysomnography technology skills.
2. Upon successful completion of the Polysomnography Technology Program, 100% of the graduates will be able to demonstrate professional behavior.
3. Upon successful completion of the Polysomnography Technology Program, 100% of the graduates will be able to demonstrate appropriate communication skills, assessing and providing sleep therapy.
4. Upon successful completion of the Polysomnography Technology Program, 100% of the graduates will be able to demonstrate critical thinking skills while administering sleep diagnostic studies and sleep therapy.

### **Program Outcomes**

The Coahoma Community College Polysomnography Technology Program (PSG) aspires to meet the following program outcomes:

1. Upon completion, 74% of the students admitted into the Polysomnography Technology Program will graduate in two years.
2. Upon completion, 70 %-of employers rate their degree of satisfaction with the graduates as meeting their expectations.
3. Upon completion, 70% of the clinical affiliates rate their satisfaction with the students as meeting their expectations.
4. Upon completion of the Polysomnography Technology Program, 83% of the students will obtain employment or continue their education within six months of graduation.
5. Within a calendar year, 78% of the pass rate for that year's graduates will be at or above the national pass rate according to the Board of Registered Polysomnography Technologist.
6. Upon completion of the Polysomnography Technology Program, 80% of the graduates indicate satisfaction with the program.

## **SECTION 1: ADMISSION**

- 1.1 All students must meet the minimum requirements of admission for Coahoma Community College and the Health Sciences Programs.
- 1.2 All students must achieve a minimum of a 16 cumulative score on the ACT Entry Examination, a minimum of a 2.0 GPA cumulative and an acceptable score on a pre-entrance assessment examination.
- 1.3 Entry selection process into the Polysomnography Technology Program is on a competitive “top-down” elimination scale:
  - The highest ACT score, and;
  - The highest Anatomy and Physiology grades
  - The highest pre-entrance assessment exam score
- 1.4. Once accepted, the student will be responsible and subject to the following within the first 6 months:
  - Additional immunizations
  - Drug screen
  - Background check
  - Completion of a physical exam signed by a primary care provider
  - Complete BLS/CPR (American Heart Health Care Provider)

## **SECTION 2: GRADING**

- 2.1 All students must maintain a minimum grade of a “C” in polysomnography technology courses.
- 2.2 The grading scale for the Polysomnography Technology Program is found on page 17.

### **SECTION 3: PROGRESSION**

- 3.1 Students admitted to the Polysomnography Technology Program must maintain a grade of “C” or 80 course average in all Polysomnography Technology courses and pass all clinical requirements to progress to the next level/semester in the program. The grading scale for the Polysomnography Technology Program is found on page X. Those students who do not meet this criteria:
  - 3.1.1 May exercise their right to appeal, or;
  - 3.1.2 May withdraw from the Polysomnography Technology Program



## **SECTION 4: COST**

4.1 In addition to the tuition and fees charged by Coahoma Community College, there will be a \$1,300.00 per semester nonrefundable Laboratory and Technical Fee charged to all students. The “estimated” costs are subject to change without notice. These monies are to provide for, but will not be limited to:

- Three scrub uniforms
- One lab jacket
- Background investigation
- Drug screen
- Lodging fees for clinical sites
- CPR Certification
- ACLS Certification
- AAST Student Membership
- Mississippi Sleep conferences each semester
- CPSGT Exam fee
- RPSGT Exam fee

## **SECTION 5: REMEDIATION**

5.1 Students deemed to be “at-risk” will be referred for remediation.

5.2 At-Risk students will include, but not be limited to:

- Those lacking test-taking skills
- Those lacking adequate reading and mathematics skills

## **SECTION 6: DRESS CODE**

### **6.1 Classroom Dress Code**

- 6.1.1 The dress code for the classroom is business casual unless otherwise granted by the instructor. The instructor may permit the use of scrub uniform on classroom days when activities are planned.
- 6.1.2 The dress code for laboratory activities may be either business casual or scrub uniforms at the discretion of the instructor.
- 6.1.3 The following are absolutely forbidden:
  - Denim which looks bleached, worn and/or tattered.
  - Flip flops or slippers
  - Earrings that exceed one inch in diameter
- 6.1.4 Coahoma Community College ID badge is to be worn and visible at all times while the student is on the CCC campus.

### **6.2 Clinical Dress Code**

#### **6.2.1 Gray scrub uniform**

- Scrub top must be tucked into the trousers unless the top is designed to be worn outside. Tops designed to be worn outside will have large pockets on the lateral sides of the lower portion. The scrub top must have a CCC patch sewn on the left shoulder.
  - All students wearing the v-neck scrub top, male or female must wear a clean white t-shirt beneath the scrub top or at the discretion of the instructor. This t-shirt must be plain white and free of advertisement, signs, letters, and symbols of any sort.
- The scrub uniform must be clean, well fitting, in good repair, and free of wrinkles.
- Lab jacket must be short and white, clean, wrinkle free, and have a CCC patch sewn on the left shoulder.

- 6.2.2 Coahoma Community College ID badge (if applicable, clinical site badge also) are to be worn on the upper left breast areas during any/all times students are present on a clinical site's campus.

- 6.2.3 Earrings must not exceed one inch in diameter. Earrings must not be dangling, flashy, contain writing of any sort, advertisement, signs, or symbols. The only earrings permitted are standard hoops, or a single gem stud (crystal, rhinestone, or pearl).
- 6.2.4 Pendants and necklaces are discouraged but if worn, must be worn beneath the t-shirt for they pose a safety risk.
- 6.2.5 Visible body piercings and rings other than wedding bands are forbidden.
- Wedding and/or engagement rings, if worn, may interfere with infection control (i.e. removal of gloves and other PPE)
- 6.2.6 The student may wear a digital watch or a watch with a sweeping second hand. The watch band, whether leather, plastic, or metal, must be cleaned of foreign debris.
- 6.2.7 Fingernails must not exceed 1/16 of an inch beyond the tips of the fingers and must be clean, both around the nails and beneath.
- Artificial nails and dark fingernail polish is forbidden.
  - Only flesh-tone nail polish will be allowed.
- 6.2.8 Cuts or abrasions on the skin must be kept covered with a suitable bandage.
- 6.2.9 Tattoos must be kept covered at all times.
- 6.2.10 White, soft-soled shoes
- Must be clean, in good repair, and polished.
  - Open toe or heels are prohibited.
  - Walking style shoes are preferred.
  - Tennis or athletic shoes are permitted so long as they are all white.
- 6.2.11 Perfumes and colognes to include but not limited to scented deodorants, powders, and aftershaves are prohibited.
- 6.2.12 Good body hygiene is mandatory.
- Students with offensive body and/or oral odors may be asked to take corrective actions. If the ability to take immediate corrective action is not permissible, the student shall then be sent home for corrective actions.

- 6.2.13 Any make-up worn must be minimal and natural hues. No bright or neon colors allowed. Only nude or flesh tone lip colors are permitted.
- 6.2.14 Hair must be kept above the collar and/or tied back away from the student's face. No unnatural hair color or styles, etc. (such as purple color or Mohawks).
- 6.2.15 Sunglasses, hats, caps, wraps, or any head garments that are not required for specific job duties should not be worn at any time. Exceptions can be made for a recognized religious head covering, unless it presents a safety or infection-control issue.

## SECTION 7: CLINICAL PRACTICUM

### 7.1 Clinical Preceptors

Clinical Preceptors are available and designated by each clinical affiliate. Various staff polysomnographers who have acquired professional credentials, obtained experience, and/or expertise in a particular patient care environment voluntarily serve as Clinical Preceptors. To aid the Program Director and the Clinical Instructor, the Clinical Preceptors are asked to complete a Clinical Preceptor Profile form. Clinical Preceptors are “partnered” with students during Clinical Applications I and II. They assist the student in developing and meeting learning objectives and they have a role in the overall evaluation of the student. Clinical Preceptors are asked to evaluate students at the conclusion of each clinical day or night shift (*Preceptor Evaluation on the Student*). As students’ progress in their competence in patient care skills, Clinical Preceptors will allow students to work more independently, but will remain nearby in the event assistance is needed.

### 7.2 Time and Attendance

In an effort to cultivate a professional and reliable work ethic and to complete hourly requirements necessary to satisfy Clinical Application requirements, polysomnography students are required to be present at every assigned clinical site and in a timely manner. Due to our abbreviated schedule for Clinical Applications I and II (10-13 weeks), the time necessary to complete the required clinical hours are limited. Any absence from any clinical sites must be made up. If a student accumulates three (3) occurrences of clinical absence in a semester, the student will be scheduled for a counseling session with the Instructor of Clinical Education and/or the Program Director.

#### 7.2.1 Required notification steps for an Absence:

- 7.2.1.1 **Contact the Clinical Instructor (or Program Director or designee in the event the Clinical Instructor is not available) 1 hour prior to the scheduled clinical shift.** It is the responsibility of the student to make contact by **personal** communication. Do not assume that a message left on voice mail will be delivered on time. The Clinical Instructor will contact the designated affiliates.
- 7.2.1.2 **Submit documentation of the illness, etc. to the Clinical Instructor on the first day back in class or clinical.** The documentation may be faxed, hand delivered or emailed.
- 7.2.1.3 **Schedule make-up for the clinical day(s) missed with the Clinical Instructor on the first day back in class or clinical.**
- 7.2.1.4 Refer to Makeup Policy

**ALL NO CALLS, NO SHOWS WILL NOT BE ALLOWED TO MAKE UP MISSED CLINICAL TIME AND WILL RESULT IN A GRADE OF “F” FOR THE CLINICAL ROTATION.**

**7.2.2 Tardiness Policy**

In an effort to develop positive work behaviors, students are expected to arrive at each clinical site on time for their designated shift. Furthermore, students are expected to be in the assigned area for the entire shift with the exception of breaks which are authorized by the clinical instructor/preceptor. Repeated tardiness is disruptive to patients, staff, and the clinical experience. Hours for each rotation are posted on the clinical schedule and will vary according to the clinical affiliate.

- 7.2.3 Students should never leave the clinical site early for any reason other than illness or emergency.** In case of illness or emergency, the student must obtain permission to leave early from the Clinical Instructor (or Program Director or designee), **and** the clinical preceptor representing the clinical affiliate. The number of hours missed will be made up. The student must receive appropriate permission **prior** to leaving a clinical affiliate. A student will not be allowed to leave a clinical site early for employment purposes.

**Required notification steps for leaving early:**

- 7.2.3.1. Have an illness or emergency.
- 7.2.3.2. Receive verbal permission from the clinical preceptor.
- 7.2.3.3. Receive verbal permission from the clinical instructor (or program director or designee).
- 7.2.3.4. Schedule make-up for the clinical time missed with the clinical instructor on the first day back in class or clinical.

**7.2.4 Makeup Policy**

Except in extraordinary circumstances, all clinical days must be made up prior to the end of the same semester. (I.e. if a day(s) are missed in Clinical Applications I, the day(s) must be made up in Clinical Applications I and at the facility in which the day(s) were missed.) If days to be made up exceed the number of days available before the start of the next clinical rotation, the student will receive a grade of ‘Incomplete’ for the course. In this event, all clinical days must be made up by the last day of the academic fall or spring semester in order to progress into the next semester or to graduate. The student is responsible for scheduling make-up days with the clinical instructor. Failure to make-up the days at the assigned

times will result in an unsatisfactory grade or a grade of “F” for the clinical course.

### 7.3 **Travel**

Each student is responsible for their own transportation which includes access to a dependable vehicle, a valid driver’s license, and proof of insurance as required by state and local law. Traveling arrangements to and from clinical facilities for required clinical experiences is the responsibility of the student. A student can be scheduled for a clinical shift on any given Sunday through Wednesday day or night shift.

### 7.4 **Professional Behavior**

- 7.4.1 Students are expected to conduct themselves in a **professional** manner, be polite, respectful, and friendly at all times as a representative of the polysomnography technology profession. Surly and defensive attitudes are not permitted. Students are forbidden to make political, religious, or inflammatory statements of any kind. Statements, comments or criticisms regarding hospital policy, procedure, or personnel are to be discussed in confidence with the Clinical Instructor or the Program Director only. Students are prohibited from taking any clinical assignment or reviewing a chart involving a family member or an associate. As soon as any such knowledge is attained of a student’s assignment involving the said group(s), the clinical instructor must be notified and a change in clinical assignment must be changed.
- 7.4.2 Any behavior that is harmful to patients in any form is forbidden. In the event that a student’s behavior results in mental and/or physical harm to a patient, the student will be dismissed immediately.
- 7.4.3 Students will be expected to answer questions regarding the care for the patient. Students do **not** have the right to refuse to provide therapy or treatments to any patient.
- 7.4.4 Students must notify the preceptor or supervisor when leaving for a break or meal. The student must ask permission prior to leaving for such activities, not simply state “I am going on break.” It is the responsibility of the student to provide the preceptor or supervisor with information as to their location at all times.
- 7.4.5 Use of tobacco, in any form, is not permitted in or around the clinical affiliate. Students who use tobacco will not carry these materials into their clinical affiliates.



- 7.4.6 **The use of cell phones (talking, texting, e-mailing, social networking, etc.), tablets, and laptops is strictly prohibited at any and all clinical sites while representing CCC in a student capacity.** This policy also includes the use of Bluetooth, ear pieces, and music devices. Students should not use clinical affiliate telephones, or computers for personal use. In case of emergencies, students must provide the necessary parties (i.e. immediate family or babysitter) contact information for the clinical site at which they are assigned, the Clinical Instructor, and the Program Director. **Students found in violation of this policy are subject to immediate disciplinary action.**
- 7.4.7 If a student is dismissed from clinical for any of the above reasons, he/she will not be permitted to reenter clinical until a counseling session has been held with the Clinical Instructor and/or the Program Director. The student will be given the opportunity to present in writing their explanation of the incident. The student is responsible for scheduling and making up the missed clinical hours with the Clinical Instructor.
- 7.4.8 If an affiliate requests that a student to be removed from a clinical site, the student may be automatically placed on probation. Any additional discrepancies may result in the student being dismissed from the polysomnography technology program. If a student is currently on probation when the affiliate makes this request, it may result in the student being dismissed from the polysomnography technology program.

## 7.5 **Evaluations**

- 7.5.1 A daily evaluation, Preceptor Evaluation on the PSG Student, should be completed at the end of each clinical day or night shift by the clinical preceptor and faxed or emailed to the clinical instructor or program director. Daily evaluations are utilized to document students' performance, professional behavior, and completed clinical hours. The preceptor evaluation on the polysomnography student will be used as a formative evaluation. All behaviors must be satisfactory by the end of the given semester. Repeated deficiencies in any one semester may result in the student being placed on probation. During a probation period, the student will be supervised closely by the preceptor or the clinical instructor to ensure the deficiency has been remediated. If the problem continues to occur, the student will receive an unsatisfactory grade in the clinical course. The student must satisfactorily meet all standards and competencies at the conclusion of the semester in order to receive a satisfactory grade in the course.
- 7.5.2 An evaluation, Student Evaluation on the Preceptor, allows the affiliate and the program to receive input from the students on their clinical teaching effectiveness and allows the faculty, as well as the preceptors, to make critically responsive

changes to students needs in the clinical environment. The preceptor evaluation should be completed by the student on each preceptor in a thorough, honest manner and at the completion of each clinical rotation.

# **APPENDIX D**

## **Respiratory Care**

## SECTION 1: ADMISSION

- 1.1 All students must meet the minimum requirements of admission for Coahoma Community College and the Health Sciences Programs
- 1.2 All students must achieve a minimum of a 17 cumulative score on the ACT Entry Examination, a minimum of a 2.0 GPA cumulative and an acceptable score on a pre-entrance assessment examination.
- 1.3 Entry selection into the Respiratory Therapy Program is on a competitive “top-down” elimination scale:
  - The highest ACT score, and;
  - The highest Anatomy and Physiology grades
  - The highest pre-entrance assessment exam score
- 1.4 Selection Process
  - Candidate files are assessed for documentation that meets all minimum admission requirements for the Respiratory Care Technology Program. Incomplete applications will not be considered for admission.
  - A Rating Scale for Admission form is completed and scored on each candidate meeting minimum admission requirements.
  - The Rating Scale for Admission form can be found at <http://www.coahomacc.edu/healthsciences/rct/RatingScale.pdf>
  - The completed forms are ranked numerically and candidates are selected from the top down.
- 1.5 Advanced Placement Policy
  - Due to variable course sequences and curricula between respiratory programs, the Respiratory Program does not offer *advanced placement* at this time.

All students enrolled in the Associate Degree Respiratory Care Program must maintain currency for the following in order to participate in clinical:

- |  |                             |
|--|-----------------------------|
| ● BLS/CPR (American Heart Healthcare Physical Exam | ● Varicella (2)             |
| ● TB Skin Test (2 step)                            | ● Flu Vaccine               |
| ● MMR  | ● Criminal Background Check |
| ● Adult TD   | ● Malpractice Insurance     |
| ● HEP B  | ● Accident Insurance        |

## **SECTION 2: GRADING**

- 2.1 All students must maintain a minimum grade of a “C” in respiratory care courses.
- 2.2 The grading scale for the Respiratory Therapy Program is found on page 17.

### **SECTION 3: PROGRESSION**

- 3.1 Students admitted to the Respiratory Care Program must maintain a grade of “C” or an 80 course average in all respiratory care courses and pass all clinical requirements to progress to the next level/semester in the program. Those students who do not meet this criteria:

3.1.1 May exercise their right to appeal, or;

3.1.2 May withdraw from the Respiratory Care Program

#### **3.2 GOALS**

3.2.1. To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

3.2.2: Upon completion of the program, graduates will demonstrate the ability to comprehend, apply and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain).

3.2.3: Upon completion of the program, graduates will demonstrate the technical proficiency in all the skills necessary to fulfill their roles as advanced-level respiratory therapists (psychomotor domain).

3.2.4: Upon completion of the program, graduates will demonstrate professional behavior consistent with employer expectations as advanced-level respiratory therapists (affective domain).

## **SECTION 4: COST**

4.1 In addition to the tuition and fees charged by Coahoma Community College, all students are charged a \$900 per semester non-refundable Laboratory and Technical Fee. These monies are to provide for, but not be limited to:

- Three scrub uniforms
- One lab jacket
- Background investigation
- Drug screen
- Clinical sites lodging fees
- Student Tracking software subscription
- CPR Certification
- ACLS Certification
- AARC Student Membership
- TMC Exam Fee

## **SECTION 5: REMEDIATION**

5.1 Students deemed to be “at-risk” will be referred for remediation.

5.2 At-Risk students will include, but not be limited to:

- Those lacking test-taking skills
- Those lacking adequate reading and mathematics skills



## **SECTION 6: CLASSROOM ASSIGNMENTS**

- 6.1 No late assignments will be accepted unless by prior arrangement with the instructor
- 6.2 All assignments must be typed and double-spaced unless by prior instruction by the Instructor
- 6.3 See Class syllabus for instructor office hours

## **SECTION 7: DRESS CODE**

- 7.1 The dress code for the classroom is business casual unless otherwise granted by the instructor.
- 7.1.1 The instructor may permit the use of scrub uniform on classroom days when activities are planned.
- 7.2 The dress code for laboratory activities may be either business casual or scrub uniforms at the discretion of the instructor.
- 7.3 The following are absolutely forbidden:
- Denim of any type or style
  - Shoes with open toes and heels
  - Earrings that exceed one inch in diameter
- 7.4 Clinical Dress Code
- 7.4.1 Granite-gray scrub uniform
- Scrub top must be tucked into the trousers unless the top is designed to be worn outside. Tops designed to be worn outside will have large pockets on the lateral sides of the lower portion.
  - The scrub uniform must be clean, well fitting, in good repair, and free of wrinkles.
  - Lab jacket must be short, white, clean, and wrinkle free with a CCC patch sewed three inches below the left shoulder line.
- 7.4.2 All students, must wear a clean white tee shirt beneath the scrub top. This tee shirt must be a plain white tee free of advertisement, signs, letters, and symbols of any sort.
- 7.4.3 Coahoma Community College ID badges (if applicable, clinical site badge also) are to be worn on the upper left breast areas during any/all times students are present on clinical site's campus.
- 7.4.4 Earrings must not exceed one inch in diameter.
- 7.4.5 Pendants and necklaces are discouraged, but if worn, must be worn beneath the tee shirt for they pose safety risk.
- 7.4.6 Visible body piercings and rings other than wedding bands are forbidden.

- 7.4.7 All students must wear a digital watch or a watch with sweeping second hand. The watch band, whether leather, plastic, or metal must be clean of foreign debris.
- 7.4.8 Artificial nails and dark fingernail polish is forbidden.
- 7.4.9 Fingernails must not exceed 1/16 of an inch beyond the tips of the fingers and must be clean, both around the nails and beneath.
- 7.4.10 Cuts or abrasions on the skin must be kept covered with a suitable bandage.
- 7.4.11 Tattoos must be kept covered at all times.
- 7.4.12 Black leather non-porous soft-soled shoes
- Must be clean, in good repair, and polished.
  - Open toe or heels are prohibited.
  - Walking style shoes are preferred.
  - Tennis or athletic shoes are permitted so long as they are black leather.
- 7.4.13 Perfumes and colognes to include but not limited to scented deodorants, powders, and aftershaves are prohibited.
- 7.4.14 Good body hygiene is mandatory.
- Students with offensive body and /or oral odors may be asked to take corrective actions. If the ability to take immediate corrective action is not permissible, the student shall then be sent home for corrective actions.
- 7.4.15 Hair must be kept above the collar and tied back away from the student's face.
- 7.4.16 Sunglasses, hats, caps, wraps, or any head garments that are not required to perform specific job duties must not be worn at any time. Exceptions can be made for a recognized religious head covering, unless it presents a safety or infection-control issue.

## **SECTION 8: REQUIRED CLINICAL EQUIPMENT/SUPPLIES**

8.1 The following equipment/supplies will be required of all Respiratory Care students.

- A watch with second hand or digital watch with stopwatch capabilities or display mode for seconds.
- Stethoscope.
- Black ink pen for charting purposes and a notepad for observational notes.
- Bandage scissors and hemostats (optional but recommended).
- Eye protection (optional but recommended may be supplied by clinical facility).
- Web Based Clinical Tracking Program (access at [www.dataarc.ws](http://www.dataarc.ws)).

## SECTION 9: REQUIRED CLINICAL DOCUMENTATION

- 9.1 Each student will be required to submit clinical time, daily and Affective evaluations, clinical site and preceptor evaluations, daily activity logs, competencies and physician interactions via the clinical tracking software. The beginning of the sophomore academic year, each student will receive an individual Data Arc access. It is the responsibility of each student to ascertain that all required clinical documentations are completed and validated. The student's letter grade of A, B, C, D, or F will be derived from a combination of Affective Evaluations, Daily Evaluations, Daily Logs, Competency Evaluations, attendance, and submission of all required assigned course work in the Clinical Practicum. Daily and Affective Evaluation will be used as a formative evaluation. The student must meet all standards at the conclusion of the semester in order to receive a "Satisfactory" grade in the course. Students must earn a final grade of "Satisfactory" to continue in the program.

**Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.**

**Students are not permitted to complete clinical coursework while in an employee status (i.e. "clocked in at work") at a clinical affiliate. No exceptions.**

- 9.2 TIME AND ATTENDANCE. In an effort to cultivate a professional and reliable work ethic and to complete hourly requirements necessary to satisfy Clinical Practice requirement, respiratory care students are required to be present at every assigned clinical assignment and in a timely manner. Each student is expected to at the beginning of each assigned shift, "clock-in" using the Data Arc website ([www.DataArc.ws](http://www.DataArc.ws)). Similarly, the student must not leave the affiliate without "clocking-out". Due to our abbreviated schedule for each Clinical Practice (6-7 weeks) the time necessary to complete the required clinical hours are limited, as a result, all absences must be made up with the exception of a No Call/ No Show.

**ANY NO CALLS NO SHOW WILL BE ALLOWED TO MAKE UP CLINICAL TIME FOR THE FIRST OFFENSE ONLY. THE STUDENT WILL BE PLACED ON PROBATION FOR THE REMAINDER OF THE ACADEMIC YEAR. A SECOND NO CALL NO SHOW WILL RESULT IN A GRADE OF "F" FOR THE CLINICAL ROTATION AND DISMISSAL FROM THE PROGRAM.**

### **REQUIRED NOTIFICATION STEPS FOR ABSENCE:**

- Contact the affiliate department prior to the beginning of the shift. The significance of prior notification cannot be emphasized enough in an effort to prevent problems of rescheduling patient therapy. It is the responsibility of the student to notify the affiliate team leader/supervisor by a personal communication. Do not assume that a message left on voice mail will be delivered on time.
- Contact the Director of Clinical Education (or Program Director or designee in the event the DCE is not available). It is the responsibility of the student to make contact by personal communication. Do not assume that a message left on voice mail will be delivered on time. The use of text messaging or any other form of social media (i.e. Facebook) is not acceptable.
- Submit documentation of the illness, etc. to the Director of Clinical Education on the first day back in class or clinical. The documentation may be faxed or hand delivered.
- Schedule make-up for the clinical day(s) missed with the clinical site and Director of Clinical Education on the first day back in class or clinical.

### **9.3 REQUIRED STEPS FOR LEAVING EARLY**

- Have an illness or emergency.
- Receive permission from the Director of Clinical Education (or Program Director or other designee when DCE is not available).
- Receive permission from the clinical faculty/instructor representing the affiliate (this may not be your clinical preceptor).
- Schedule make-up for the clinical time missed with the Director of Clinical Education on the first day back in class or clinical.

When a student fails to follow the required notification and follow-up steps, he/she will be scheduled for a counseling session with the Director of Clinical Education.

- 9.4 MAKEUP POLICY.** Except in extraordinary circumstances, all clinical days must be made up prior to the end of the applicable clinical rotation (i.e. if a day(s) is missed in Clinical Practice I, the day(s) must be made up in Clinical Practice I and at the facility in which the day(s) were missed). If days to be made up exceed the number of days available before the start of the next clinical rotation, the student will receive a grade of 'Incomplete' for the course. In this event, all clinical days must be made up by the last

day of the academic fall or spring semester in order to progress into the next semester or to graduate. The student is responsible for scheduling make-up days and providing the Director of Clinical Education with a schedule of the assigned days for approval and verification with the clinical faculty. Failure to make-up the days at the assigned times will result in an unsatisfactory grade for the course.

9.4.1 If the student accumulates two (2) occurrences of clinical absence in a semester, the student will be scheduled for a counseling session with the Director of Clinical Education. Failure to follow the required Time and Attendance notification and follow-up steps will result in a counseling session with the DCE. A second occurrence of failure to follow the required steps will result in a written warning that will be placed in the student's clinical file. A third occurrence will result in disciplinary action that may include dismissal from the program.

9.5 **DAILY EVALUATIONS.** Daily Evaluations should be completed at the end of each clinical day by the clinical preceptor. **It is the responsibility of the student** to assure that the preceptor completes the Daily Evaluation in order for the clinical records file to be complete. The Daily Evaluations are utilized to document students' attitudes, motivations, and their satisfactory progression in developing desirable professional behaviors.

9.6 **AFFECTIVE EVALUATIONS.** Affective Evaluations should be completed in the same fashion on the Wednesday of the third and sixth week of each clinical practice. **It is the responsibility of the student** to assure that the preceptor completes the Affective Evaluation in order for the clinical records file to be complete. The Affective Evaluations are utilized to document students' attitudes, motivations, and their satisfactory progression in developing desirable professional behaviors.

9.7 **DAILY LOG.** The student is responsible for submitting daily log forms in Data Arc. Daily log forms are completed at the end of each clinical day to insure accuracy and to document procedures and experiences the student encountered, as well as physician interaction. If internet access is not available, the student should document clinical experiences for that day on a hard copy of the clinical log form. **It is the responsibility of the student to enter that data on Data Arc by the specified deadline in order for the clinical records file to be complete.** If log forms are completed on a date other than the date that procedures were completed, the student must enter the appropriate date. Once daily log forms has been completed and validated in Data Arc, student is advised to retain hardcopies of forms for future reference or verification if necessary. Failure to document in Data Arc will be considered unacceptable. A hard copy of the daily log form may be printed from the CD-ROM that students received upon registration with Data Arc. It will be the student's responsibility to document appropriately the necessary number of Log Forms for each Clinical Practicum.

- 9.8 **COMPETENCIES.** Students must complete designated competency evaluations. Competency Evaluations (CE) are designed to provide the student with a guide for performance of respiratory care procedures. The CE are competency based and conducted at the request of the student when he/she is ready to perform the procedure. The CE required by the Department of Respiratory Care are accessible from the Data Arc website. The student should adhere to the guidelines outlined in each CE. Variations in the procedures may occur from institution to institution.
- 9.8.1 The Clinical Competency Performance Criteria portion of each performance evaluation section will require the student to demonstrate knowledge of fundamental concepts, display rational judgment and explain the relationship between theory and clinical practice, perform the procedure in a reasonable time period and with attention to appropriate detail, maintain aseptic technique, take appropriate safety precautions and communicate clearly. It is the responsibility of each student to assure that assigned clinical competencies are complete and validated. A list of clinical competencies will be assigned to Clinical Practice I, II, and III. All clinical competencies must be completed in a given order. For instance, if a student does not complete a competency for small volume nebulizer therapy, that student cannot perform any procedure requiring advanced level skills such as ventilator management, etc. All competencies assigned to a clinical practice must be completed prior to the end of each assigned clinical practice in order to advance to the next clinical practice. (I.e. Clinical Practice I competencies cannot be completed during Clinical Practice II)
- 9.8.2 In the event a student has completed a competency and is observed performing said competency in a manner that is not consistent with good clinical practice; that behavior is to be reported to the Director of Clinical Education. That student will then be required to repeat the competency to the satisfaction of both the clinical faculty and/or the Director of Clinical Education.
- 9.8.3 Completed Competency Evaluations must be validated by the Director of Clinical Education, Program Faculty, Clinical Preceptor or their designee. Failure to have clinical work validated by the end of assigned clinical practice may result in the grade of 'Unsatisfactory' or a letter grade of less than a 'C' for the clinical courses.
- 9.8.4 Students are expected to maintain continued proficiency of all required competencies throughout the program. If the student is noted to be deficient in any or all required competencies by either clinical or departmental faculty, the student will not be allowed to reenter the clinical practicum until a counseling session has been held with the Director of Clinical Education and/or departmental/clinical faculty. A formal learning contract may be developed outlining how the student will reestablish competency.



- 9.9 **PHYSICIAN INTERACTION.** Students must document the physician interaction received during the program. This interaction can vary, but it is preferred that the student interact with the physician and ask questions. Physician interaction is necessary to increase the student's ability to communicate effectively with physicians and to increase the student's medical knowledge.

The type of physician interaction will be categorized as follows:

- 9.9.1 Patient Focused: This type of interaction is designed specifically for the respiratory care student. The student is included in discussions and has the opportunity to ask questions. For example: group lectures; patient rounds; case presentations (either by the student to a physician, or vice versa); defense of Respiratory Care Plans; informal discussions regarding patient management; bronchoscopy assist; or the intubation rotation.
- 9.9.2 Tutorial: This type of interaction is generally not designed just for the student's benefit, but the student can interact with the physician and ask questions as needed. For example: observation of surgeries or special procedures such as chest tube placement, thoracentesis, or intubation.
- 9.9.3 Small Group: This type of interaction allows the student observes or even participates, but there is no opportunity for the student to interact with the physician or ask questions. For example: following along on patient rounds designed for another group such as residents; observation in surgery where discussion is not permitted or group lectures designed for a group other than students.
- 9.9.4 Large Group: Not anything included above which includes physician input can be considered here.

9.10 **CLINICAL SITE AND STUDENT EVALUATION**

- 9.10.1 The Clinical Site Evaluation must be completed in Data Arc by the student at the end of each clinical practice for each clinical site. This evaluation allows the Program to receive input from students on their clinical experiences and allows the faculty to make critically responsive changes to student needs in the clinical environment. It should be completed in a thorough, honest manner. The Clinical Site Evaluation can be accessed online in Data Arc.
- 9.10.2 A Preceptor Evaluation must be completed in Data Arc by the student at the end of all clinical rotation for all assigned preceptors. This evaluation allows the preceptor and the Program to receive input from students on their clinical teaching effectiveness and allows the faculty, as well as preceptors, to make critically responsive changes to student needs in the clinical environment. The preceptor

evaluation should be completed in a thorough, honest manner. The Preceptor Evaluation can be accessed online in Data Arc.

## **SECTION 10.0 RESPIRATORY CARE TECHNICAL STANDARDS**

These technical standards represent the non-academic demands associated with the respiratory care discipline. The standards result from information obtained from industry sources, instructional faculty, and published occupational references. Successful program completion is, in part, contingent upon students' ability to meet the physical (psychomotor), behavior (affective), and knowledge (cognitive) demands represented by these standards.

### **10.1 General Job Description:**

Utilizes the application of scientific principles for the identification, prevention, remediation, research, and rehabilitation of acute or chronic cardiopulmonary dysfunction thereby producing optimum health and function. Reviews existing data, collects additional data, and recommends other data needed to evaluate the respiratory status of patients, develop the respiratory care plans, and determine the appropriateness of the prescribed therapy. Initiates, conducts, and modifies prescribed therapeutic and diagnostic procedures such as: administering medical gases, resuscitation; providing support services to mechanically ventilated patients; maintaining artificial and natural airways; performing pulmonary function testing, hemodynamic monitoring and other physiologic monitoring; collecting specimens of blood and other materials. Documents necessary information in the patient's medical record and on other forms, and communicates that information to members of the health care team. Obtains, assembles, calibrates, and checks necessary equipment. Uses problem solving to identify and correct malfunctions of respiratory care equipment. Demonstrates appropriate interpersonal skills to work productively with patients, their families, staff, and co-workers. Accepts directives, maintains confidentiality, does not discriminate, and upholds the ethical standards of the profession.

### **10.2 Physical Standards:**

- Lift/carry objects such as portable ventilators and battery packs weighing up to 40 lbs. frequently; assist moving or repositioning patients with or without assistance - Patients may weigh in excess of 300 lbs. and weight lifted may be in excess of 100 lbs. occasionally.
- Stand/walk for prolonged periods of time with only occasional sitting - Walking is generally on hard surfaces and occasionally involves stairs.
- Bend and twist frequently and intermittently for prolonged periods of time - Some degree of bending and twisting is involved with nearly every task.
- Kneel, stoop, and crouch occasionally when performing such tasks as adjusting equipment, plugging in electrical equipment, or performing CPR.
- Push/pull large wheeled equipment such as ventilator machines weighing in excess of 200 lbs.
- Manual and finger dexterity sufficient to manipulate patients and equipment; grasp syringes, laryngoscope, and endotracheal tubes; handle small and large equipment for storing, retrieving, and moving; manipulate knobs and dials; and assemble, disassemble, correct malfunctions, perform maintenance and evaluate various pieces of medical equipment.

- Extend arms downward, outward, or upward.
- Auditory ability sufficient to hear verbal instructions, hear heart and breath sounds with a stethoscope, hear gas flow through equipment, and perceive warning signals.
- Visual acuity sufficient to read typed, handwritten, or computer information; see patient conditions such as skin color, work of breathing, and mist flowing through the tubing; and accurately read gauges, dial settings, and digital and analog displays and recognize biohazardous fluids.
- Physical tolerance to a clinical environment that may include noisy conditions, crowded conditions, stressful situations, sterile surroundings, frequent exposure to blood-borne pathogens, secretions, bodily fluids, and exposure to chemicals/solvents.

#### 10.3 Cognitive and Behavioral Standards:

- Calculate, analyze, interpret, and record numbers and physical data accurately from observation, charts, radiology screens, and computer information systems.
- Apply theory to clinical practice, maintaining competence under challenging and sometimes stressful situations.
- Communicate effectively, utilizing written and spoken English when interacting with patients, their families, and other health care professionals.
- Interact professionally and effectively with patients, families, and coworkers as a healthcare team member.
- Carry out orders accurately and in a timely manner.
- Function safely, effectively, and calmly under stressful situations.
- Prioritize effectively and maintain composure while managing multiple tasks.
- Accept and apply constructive feedback.
- Maintain a positive and constructive manner with peers, coworkers, and instructors.

#### 10.4 Persons with Disabilities:

Individuals with disabilities are encouraged to apply for admission and/or matriculation in the program. In accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, accommodations for students with disabilities will be considered at the student's request. The student will be required to register with Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, and provide documentation of disability. Once the student is qualified by the Coordinator for 504/ADA, Title IX Compliance Officer as having a disability, requested accommodations will be considered. Accommodations for the classroom, laboratory, or clinical setting will be considered according to reasonableness. Accommodations that compromise patient care, or that fundamentally alter the nature of the program or activity, are not considered to be reasonable. A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination.

For additional information, please contact Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

## **SECTION 11.0 PROFESSIONAL BEHAVIOR**

- 11.1 Students are expected to conduct themselves in a professional manner, be polite, respectful, and friendly at all times as a representative of the respiratory care profession. Students shall not make political, religious, or inflammatory statements of any kind. Statements, comments or criticisms regarding hospital policy, procedure, or personnel are to be discussed in confidence with the CDE or the Program Director only. Students are prohibited from taking any clinical assignment or reviewing a chart involving a family member or an associate. In the event that a student is assigned a family member or associate the DCE must be notified, and the clinical assignment must be changed.
- 11.1.1 Any behavior that is harmful to patients in any form is prohibited. In the event that a student's behavior results in mental and/or physical harm to a patient. The program director or DCE must be notified immediately.
- 11.1.2 Students do not have the right to refuse to provide therapy or treatments to any patient.
- 11.1.3 Students must notify the preceptor or supervisor when leaving for a break or meal. It is the responsibility of the student to provide the preceptor or supervisor with information as to their location at all times.
- 11.1.4 Use of tobacco, in any form, is not permitted in or around the clinical affiliate. Students who use tobacco will not carry these materials into their clinical affiliates.
- 11.1.5 The use of cell phones (talking, texting, e-mailing, social networking, etc.), tablets, and laptops is strictly prohibited at any and all clinical sites while representing CCC in a student capacity unless otherwise approved by program administration (PD/ DCE). This policy also includes the use of Bluetooth, ear pieces, and music devices. Students should not use clinical affiliate telephones, or computers for personal use. In case of emergencies, students must provide the necessary parties (i.e. immediate family or babysitter) contact information for the clinical site at which they are assigned, the Clinical Instructor, and the Program Director. Students found in violation of this policy are subject to immediate disciplinary action.
- 11.1.6 If students are dismissed from clinical for any of the above reasons, they will not be permitted to re-enter clinical until a counseling session has been held with the DCE and/or the Program Director. The student will be given the opportunity to present in writing their explanation of the incident. The student

is responsible for scheduling and making up the missed clinical hours with the Clinical Instructor.

- 11.1.7 If an affiliate requests that a student to be removed from a clinical site, the student may be automatically placed on probation. Any additional discrepancies will result in the student being dismissed from the respiratory care program. If a student is currently on probation when the affiliate makes this request, it may result in the student being dismissed from the respiratory care program

## **SECTION 12: MAINTENANCE OF RECORDS**

- 12.1 A confidential, cumulative record is kept on each student within the Mason Health Sciences Building and kept for a minimum of five (5) years post-graduation of each class in either hard copy or electronic format. This record contains grades, completion of clinical course verification sheets, signed clinical evaluations, and other pertinent information. Records will be stored in a secure location, accessible only by authorized personnel. Student records are confidential and may be reviewed only by faculty, the student, or an authorized designee of the student per FERPA regulations.
- 12.2 Records of individual student conferences, warnings, disciplinary actions, etc., will be maintained in the confidential cumulative record. These forms will be read and signed by the student and a faculty member prior to this record becoming a part of the cumulative record. The student's signature does not establish agreement with the information recorded on the form, simply that he or she has read and understands the information, conditions of the warning and/or disciplinary actions, and the program response if conditions related to warning and/or disciplinary action are not fulfilled.
- 12.3 Advisors can refer students to the Student Navigator or other appropriate resources when indicated.
- 12.4 In addition to advisement notes and other communication records, each student file contains documents, which each student must provide to the program. The following documents must be on file with the Program Director or his designee:
- Application
  - Verification of immunizations
  - Copy of current TB test
  - Copy of current CPR card
  - Copy of any pertinent professional certificates
  - Criminal background check
  - Signed waivers and acknowledgement forms
- 12.5 Due to the importance of these documents and legal issues, no student will be cleared for a clinical course until his/her documents have been turned in.

# **APPENDIX E**

## **EMT**



## SECTION 1: ADMISSION

1.1 To qualify for admission into the EMT program each student must:

1.1.1 Completely fill out and submit both the CCC and EMT program applications by the specified deadline.

1.1.2 Complete the TABE placement examination with a minimum of an 8 in reading and mathematics skills.

1.1.3 If an applicant is able to show proof of an *ACT* score with a **16** or better, the applicant will not be required to take the TABE test.

NOTE: Assistance in preparing for the TABE is available through CCC's Workforce Development department by calling (662) 621-4307.

1.1.4 Have a high-school diploma or GED.

1.1.5 Provide any transcripts from previous colleges attended.

1.1.6 Satisfy any previous financial obligations with the CCC business office.

1.2 All student file information specific to matriculation into the *clinical and field phases* of training, to include any outstanding balances on student accounts with the business office **MUST BE** satisfied before any student is allowed to start clinical or field rotations.

This includes:

- All previous immunization records (obtained from the health department or the student's primary healthcare provider)
- Evidence of applicable vaccinations obtained for healthcare professionals
  - Hepatitis B
  - Influenza
  - Tuberculosis 2-step vaccination
- State Department of Health-approved background check
- Drug screen
- Current American Heart Association BLS (CPR) card at the healthcare provider level
- Any other requirements necessary

## SECTION 2: GRADING

- 2.1. Students must maintain a minimum grade of a “C” in both *phases* of the EMT Program.

Phase I- **EMS 1163** first half of semester

Phase II- **EMS 1174** second half of semester

Clinical and field rotations will not begin until the EMT instructor has informed the Coordinator that each student has satisfied academic requirements and has maintained at least a “C” (passing) to matriculate.

- 2.2 The grading scale for the EMT Program follows the Health Science policy currently established as follows:

A = 94 – 100

B = 87-93

C = 80 – 86

D = 70-79

F = 69 and below

I = Incomplete

W = Withdraw

Z= Unassigned grade

- 2.3 Students final grades will be reported to the *Mississippi Bureau of EMS* on a state reporting sheet as “pass” or “fail”.  
Students who score an overall average of 80 or above in all didactic, lab, clinical, and field components will receive a designation of “pass” on the state reporting sheet and will be eligible to sit for the NREMT exam for the Emergency Medical Technician level.

## SECTION 3: PROGRESSION

- 3.1 The EMT Program is a sequence of class, lab, clinical and field requirements divided into two phases EMS 1163 and EMS 1174. **The student must successfully complete the first phase as a requisite for advancing to the second phase.**

At the end of phase II, students will be administered a board-level summative practice exam that covers all modules. Students must score a minimum of **73%** on this practice exam in order to pass. (This percentage score is based upon the positive predictive value that has been shown to give students an approximate 97% chance of passing the NREMT exam). By state Rules and Regulations, the total number of class and lab hours is currently **120** plus **45** clinical and field hours. (Totaling 165 hours) The student must complete all 165 hours to graduate.

Courses are taught in a modular format as follows:

### **EMT 1163**

Module 1- Introduction to EMS Systems and EMS Operations

Module 2- Medical Terminology, Lifespan Development, Anatomy/Physiology

Module 3- Airway

Module 4- Pathophysiology, Shock and Resuscitation

-----MID-TERM-----

### **EMT 1174**

Module 5- Patient Assessment

Module 6- Pharmacology, Medical

Module 7- Trauma

Module 8- Special Patient Populations

- 3.1.1 Students must be self-disciplined. The class portion of the program includes a blend of on-site instruction combined with online assignments.

Completion of online assignments is necessary for progressing through the class portion of the curriculum. Assignments are delivered through software that mirrors the textbook. Each assignment covers a chapter and includes material designed to reinforce lecture.

- 3.1.2 Once a student reaches a certain point in their class and lab progression, he/she will be introduced to the clinical requirement (hospital rotations) and the field requirement (ambulance time). For both clinical and field assignments, the student will be provided a preceptor who will be a registered nurse, licensed EMT or paramedic that will act as a guide and instructor during these phases of training. This will be the time for the EMT student to solidify concepts and skills learned while participating in actual patient care.

**Schematic of Progression: Classroom> Laboratory> Hospital (clinical)> Ambulance (field**

## SECTION 4: COST

4.1 The cost of the EMT program includes, but is not limited to:

- Tuition
- Books
- Uniforms
- Drug screening
- Criminal background investigation
- Parking decal and student ID
- Subscription to clinical/field tracking software
- Practice testing
- First attempt on the NREMT board exam

A current cost estimate is available upon request.

4.2 Costs will be divided between the two phases of the semester as follows:

### First Phase:

- ½ tuition
- Textbook and online learning software
- Drug screen
- Background check
- Parking decal
- Student ID

### Second Phase:

- ½ tuition
- Clinical uniforms
- First attempt on the NREMT credentialing exam after graduation

## SECTION 5: DRESS CODE

- 5.1** The dress code for the classroom is business casual until such time that the Clinical Coordinator announces that EMT students will be entering the out-of-classroom clinical/field time. Usually this will be two weeks before any student is scheduled.

NOTE: The first class period preceding a student's appointment for a clinical rotation, the student will wear the *program uniform* TO CLASS. At that time, the Coordinator and EMT instructor will inspect the uniform and ensure that it is properly worn.

- 5.2** The dress code shall include dark gray scrubs embroidered with the CCC logo in white lettering on the left breast of the scrub top with "EMT Student" in white on the right breast. Top will be tucked into the scrub pants with appropriate footwear worn. Students should also wear their Coahoma CC student ID with their scrubs at all times.

From the date that the uniform is first worn until the student graduates the EMT program, the student shall wear the uniform to class or to any other function where they represent Coahoma Community College's EMT Program.

# **APPENDIX F**

## **Nursing Assistant**

## **ADMISSION**

1. Students must be 18 years of age to apply.
2. Students must have a high school diploma or GED.
3. All students must pass a mandatory and random drug screen if applicable.
4. Must score a TABE score of 8 in math and reading
5. Social security card
6. After accepted into the program, a copy of the document showing:
  - MMR
  - Hepatitis B
  - Positive serology of immunity to Varicella (chickenpox) or immunization
  - Two step TB skin test
7. Drug screen will be scheduled after admission\*
8. Criminal background check will be scheduled\*
9. Copy of Driver's License or Photo ID after accepted into the program.

## **Criminal Background Check**

All students must complete a criminal background investigation performed by a healthcare facility authorized by the State of Mississippi Department of Health prior to entering clinical education. No student that has a felony conviction, pled guilty or nolo contendere to a felony for one or more of the following crimes, which has not been reversed on appeal or which a pardon has not been granted, will be permitted to enter clinical education. The felonies include, but are not limited to:

- Possession or sale of drugs
- Murder
- Manslaughter
- Armed robbery
- Rape
- Sexual battery
- Sex offense listed in Section 45-33-23, Mississippi Code of 1972
- Child abuse
- Arson
- Grand larceny
- Burglary
- Gratification of lust
- Aggravated assault

- Felonious abuse and / or battery of a vulnerable adult

Additionally, the investigative facility may deny a clearance of background based upon the cumulative weight of misdemeanor convictions or non-prosecuted charges.

Each student must have a clear background check to stay in the nursing assistant program.

\* Must pass a criminal background check and drug screen

### **Drug Testing**

Each student will have a urine drug screen during the class and another drug screen can be done random if a student exhibits sensory symptoms, or behavior indicative that the student is under the influence of mind-altering substances. The test will monitor for, but is not limited to, evidence for the following controlled substances and their derivatives: **Amphetamines, Barbiturates, Cocaine Metabolite (as Benzoyl-Ecgonine), Opiates, Phencyclidine, Propoxyphene, THC Metabolite or Cannabinoids (Marijuana), and Alcohol.** Each student must have a clean drug screen or copy of pharmacy drug history that show the medication was ordered by a Licensed Independent Practitioner.

- Health Science students will be drug tested during their program of study. There will be no notice given prior to a drug test.
- Failure to perform a drug test will be considered a positive test
- In the event of an accident including falls, needlesticks, etc.... the student will be asked to submit to a drug screen at the time of the incident. Student refusal will be considered a positive test.
- In the event the student is exhibiting abnormal behavior, the odor of alcohol is present, or there are changes in the level of cognition, the student will be asked to submit to a drug or alcohol screen at the time of the event. Student refusal will be considered a positive test.
- In the event the student tests positive for alcohol or a drug that they do not have a current prescription for, the student will be referred to the Dean of Health Sciences for disciplinary action, including dismissal from the program. Further, the student will be referred to the campus police for any criminal charges that may apply.



### **Class Schedule/Attendance**

Classes will be held Tuesday and Thursday from 5PM – 9PM. Each student is expected to be in attendance and on time. Clinical rotation may be on different days as set by the instructor will input from the students.

- You must sign in each class period
- Two (2) absences will result in automatic dismissal.
- Three (3) tardies will recorded as an absence
- Students are responsible for notifying the Allied Health Department (621-4687) Wendy Harris) prior to absences from class
- Any students signing in and leaving class will be considered absent for that day.

### **Conduct**

Students failing to adhere to the policies and procedures as set forth in the Coahoma Community College Code of Conduct and the Health Science Policy and Procedure Manual will face a disciplinary process. This process may include any combination of counseling, warning/probation, and dismissal.

1. Students may be dismissed, at the discretion of the Dean of Health Sciences for infractions of:
  - Falsification of any part of the application
  - Dishonesty of any kind, including lying, cheating on classroom assignments and testing, plagiarism, and performance in clinical practicum
  - Illicit drug usage including prescription drugs without a prescription
  - Alcohol use
  - Violating clinical affiliate policies and procedures
  - Visiting a patient during clinical hours for any reason other than the performance of his/her clinical assignment
  - Violating confidentiality and privacy rules as set forth by Federal, State, Local, and Facility policies, procedures, and standards
  - Failing to report an error to the clinical instructor
  - Failure to report for a random or scheduled drug screen
  - Performing procedures the student has not been deemed to be competent in without the supervision and permission of the instructor
  - Not being in the assigned area of the clinical affiliate without proper notification of the clinical instructor
  - Failure to call, or to call within the allowed time for the clinical assignment
  - Failing to properly carry out the proper instruction of the clinical preceptor/instructor

- In possession of a weapon including pocketknives and firearms on campus or a clinical affiliate
2. Any student found to possess or be under the influence of alcohol or drugs, in possession of a weapon, or other possible violation of Federal, State, and Local criminal codes will be referred to the Campus Police for investigation and possible criminal charges.
  3. The clinical affiliate may deny access to a student for breaches of conduct or policy/procedure of that particular facility. The Dean of Health Sciences will make a determination for further placement of the student.
  4. Any behavior that is a breach of the CCC Code of Student Conduct in the CCC Student Handbook or that violates patient safety or professional ethical standards can be subject to disciplinary action in the form of probation or dismissal from the program.

Health Science Division

Student Probation Documentation

1. Description of Incident by Instructor (may attach student's written account of the incident)
2. Violation of specific CCC Code of Conduct or Professional Ethical Standard(s)
3. Terms of Probation-

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Signature of Student

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Date

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Signature of Instructor

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Date

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Signature of Program Director

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Date

## **HONESTY**

Dishonesty in any form is absolutely forbidden. Areas that are considered dishonest include, but are not limited to:

- Giving or receiving examination or quiz answers
- Copying from another student
- Talking during examinations and quizzes
- Making statements not based in fact (lying, gossip, etc.)
- Failing to inform the instructor of an incidence in the clinical site

Students in violation of the honesty policy will be removed from the classroom, laboratory, or clinical affiliate and referred to the Dean of Health Sciences for disciplinary action. Disciplinary action may be up to and including dismissal from the healthcare programs. (See Coahoma Community College Student Handbook)

## **DRESS CODE**

- An I.D. must be worn at all times.
- Students will wear the nursing assistant uniform to clinic.
- The student will wear only one pair stud earrings, one ring, no necklaces, and hair off shoulders.

## **GRADING**

- Passing/failing grading scale: A minimum overall grade of C is required in order to pass. All clinical skills and performance must be evaluated as satisfactory in order to pass.
  - 1) **A = 92-100**
  - 2) **B = 83- 91**
  - 3) **C = 74- 82**
  - 4) **D = 65- 73**
  - 5) **F = Below 65**
- You will receive three (3) attempts to pass a skill. If you are unsuccessful after the third (3<sup>rd</sup>) attempt, you will receive a failing grade in the class.
- Tests will be given at the discretion of the instructor.

## **SECURITY**

- Students and faculty are the only persons authorized to be in the parking area to the rear of the building. All visitors must park in the front parking lot designated for visitors. Visitors must enter the front of the building and check in at the faculty offices. This policy is waived for commencement activities or other event authorized by the Dean for Health Sciences.
- All vehicles parked in the parking lot to the rear of the building without a valid parking permit will be ticketed. These tickets are issued by the campus police through the police department. Failure to pay will result in a student being denied graduation until such time as the ticket has been satisfied. Failure to pay tickets issued to vehicles other than students and faculty will be referred to the police department for all applicable charges.
- Visitors must sign a visitor's roster, both entering and leaving the facility. No visitor may be in an area unauthorized.
- All students and faculty must undergo annual safety training
- Students and employees must wear the appropriate Coahoma Community College ID at all times while on campus
- No one should be in the Robert G. Mason Health Sciences Building and the Rena Butler Health Sciences Annex Building in the evenings when the Coahoma Community College police security officer is not on duty unless special arrangements have been made with the Dean for Health Sciences.

## **GRIEVANCE/DUE PROCESS/COMPLAINTS**

Health Science Students will use the Coahoma Community College Grievance Procedure. The following is taken from the Coahoma Community College Catalog.

### ***GRIEVANCE PROCEDURES***

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Enrollment and Student Services or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

## **Non-Retaliation**

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Enrollment and Student Services may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

## **THE GRIEVANCE PROCESS**

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

**Step 1** – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Enrollment & Student Services or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or student to be unlikely to produce a mutually satisfactory conclusion, or if the

aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

**Step 2** – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College's Employee Services Department or with the Director of Enrollment and Student Services within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's or student's complaint and to make a determination.

**Contents of the grievance statement.** The grievance statement filed must include the employee's or student's name, position, and department; the name of the employee's supervisor or the student's Director of Enrollment Services or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee's or student's signature.

After the grievance statement has been submitted to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

**Step 3** -- The College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities.



If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

**Step 4** – After the investigation has been concluded, a representative from the College’s Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College’s Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

**Step 5** – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College’s Employee Services Department, Director of Enrollment and Student Services or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College’s Employee Services Department, Director of Enrollment and Student Services or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

**Step 6** – If the parties named in or implicated by the grievance are not satisfied with the College’s Employee Services Department, Director of Enrollment and Student Services or Instructional Dean’s determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College’s Employee Services Department or Director of Enrollment and Student Services or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College’s Employee Services Department for employees; the Director of Enrollment and Student Services or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College’s Employee Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by

the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

**Step 7** -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.

## Coahoma Community College

### EMPLOYEE/STUDENT GRIEVANCE FORM

*This form is to be used if the grievant is not satisfied with the oral decision of his or her immediate supervisor at the first step of the grievance procedure. This form will be completed at each subsequent step to which the grievance is advanced. If a grievant is settled orally with the immediate supervisor, this form should not be used.*

Name		Date	
Mailing Address		Date of Incident	
Position		Telephone No.	
Department		Supervisor	

#### Grievance Statement

(READ CAREFULLY)

*Briefly describe the details of the complaint and indicate how the college has violated its policy(s). The evidence should include relevant facts and documentation directly related to the complaint. Indicate the time frame in which the violations referenced in the complaint occurred.*

--

*What subsequent actions did you take?*

--

*What actions did you take to resolve the matter?*

--

*What would you like to see happen as a resolution to this matter?*

--

Grievant's Signature

--

<b>Decision of Immediate Supervisor</b>			
Supervisor's Signature		Date	
Student's Answer	I am satisfied with the answer to my grievance.		
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.		
<b>Second Step</b> <b>Reply to the Employee/ Student's Grievance Next Level</b>			
Supervisor's Signature		Date	
Student's Answer	I am satisfied with the answer to my grievance.		
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.		
<b>Third Step</b> <b>Reply to Employee/Student's Grievance, Next Level</b>			
President's Signature		Date	

## **BLOOD BORNE PATHOGEN POLICY**

Health Science Students will receive instruction on blood borne pathogen transmission/prevention and confidentiality regulations prior to participation in clinical laboratory.

### **Blood Borne Pathogen Transmission**

- Students with known blood borne pathogen exposure or infections are encouraged to report exposure status so that clinical laboratory assignments can be most appropriately determined. All actions taken will be guided by the right of confidentiality with notification only to those that must know in order to maintain safety.
- Students with known health conditions that place them at risk are requested to provide a written statement each semester from their primary health care provider indicating clearance/status and/or recommendations regarding the student's fitness to perform the responsibilities and duties of the program.
- Reasonable accommodations will be made for students with known health conditions.

### **Clinical Incident of Exposure**

In the event that a student is exposed to a bodily fluid during clinical laboratory, the following applies:

1. The student will immediately report the exposure to their instructor/preceptor.
2. The student will adhere to the guidelines set forth by the clinical institution where the exposure takes place.
3. This may include the completion of an incident and/or exposure report.
4. The student will assume personal responsibility related to the incident such as physician's visits, lab work, vaccines, etc.

## **MISCELLANEOUS**

- Cell phone should be silenced when in class and the clinical site.
- No student may receive visitors during designated classroom, laboratories, or clinical activities without the permission of the instructor.
- Food or drink is not permitted in the laboratory or clinical settings outside designated dining or break areas. Food and/or drink is permitted in the classroom only by permission of the instructor.
- It is the responsibility of the student to arrange reliable transportation.
- Pregnancy  
A Health Science student who is or becomes pregnant must present written documentation of medical clearance from her health care provider to continue in the program of study.  
Following delivery, the student must present written documentation of medical clearance from her health care provider to resume the program of study.  
The Health Science Programs will make reasonable accommodation to the student to facilitate the health of the student and fetus within the confines of the requirements of the curriculum.  
Students that are pregnant are expected to satisfy all the requirements of their specific program. In the event the student cannot complete the requisite classroom, laboratory, or clinical activities the student will be counseled by the Program Director regarding options.
- Smoking  
There is no smoking allowed in the building.

**Coahoma Community College  
Nursing Assistant Program  
Acknowledgment Form**

**Handbook #1**

**I hereby acknowledge that I have read the Coahoma Community College  
Nursing Assistant Handbook. I agree to abide by the handbook.**

**Handbook #2**

**I hereby acknowledge that I have received the Mississippi Nurse Aide  
Candidate Handbook**

**Student's  
Signature**\_\_\_\_\_

**Nursing Assistant  
Instructor**\_\_\_\_\_

**Date**\_\_\_\_\_

# **APPENDIX G**

## **Phlebotomy / EKG Technology**



## **SECTION 1: ADMISSION**

- 1.1 To qualify for admission into the Phlebotomy / EKG program each student must:
  - 1.1.1 Complete the TABE placement examination with a minimum of an 8 in reading and mathematics skills
  - 1.1.2 Have a high-school diploma or GED
- 1.2 Upon admission, pass a criminal background check

## **SECTION 2: GRADING**

2.1 All students must maintain a minimum of a “C” GPA as listed within this Appendix

2.2 The grading scale for the Phlebotomy/EKG Program is:

A = 95 – 100

B = 88 – 94

C = 80 – 87

D = 74 – 79

F = 73 and below

I = Incomplete

W = Withdraw

### **SECTION 3: PROGRESSION**

- 3.1 Each student must complete classroom, Laboratory and Clinical portion of the program with a minimum grade average of 80%.
- 3.2 A student with less than an 80% average in the classroom and laboratory portion of the program will not be allowed to progress.
- 3.3 Each student must pass a final examination equal to the national credentialing examination for Phlebotomy/EKG Practitioners as a condition of graduation.
  - 3.3.1 Students will be given two (2) attempts to successfully complete this examination with a minimum of 75%.

## **SECTION 4: COST**

- 4.1 The cost of the Phlebotomy/EKG program includes, but is not limited to:
- Tuition
  - Books
  - Uniforms, including one pair of shoes
  - Drug screening
  - Criminal background investigation
  - Cost of 1<sup>st</sup> attempt at the NHA Phlebotomy or EKG Credentialing Exam

A current cost list is available upon request.

## **SECTION 5: REMEDIATION**

- 5.1 Students deemed to be “at-risk” will be referred for remediation.
- 5.2 At-Risk students will include, but not be limited to:
- Those lacking test-taking skills
  - Those lacking adequate reading and mathematics skills

## **SECTION 6: CLASSROOM ASSIGNMENTS**

- 6.1 No late assignments will be accepted unless by prior arrangement with the instructor

## **SECTION 7: DRESS CODE**

- 7.1 The dress code for the classroom is business casual unless otherwise granted by the instructor.
- 7.1.1 The instructor may permit the use of scrub uniform on classroom days when activities are planned.
- 7.2 The dress code for laboratory activities may be either business casual or scrub uniforms at the discretion of the instructor.
- 7.3 The following are absolutely forbidden:
- Denim of any type or style

- Shoes with open toes and heels
- Earrings that exceed one inch in diameter

#### 7.4 Clinical Dress Code

7.4.1 One uniform will be provided and will include Scrubs, White lab coat, CCC patch

- Scrub top must be tucked into the trousers unless the top is designed to be worn outside. Tops designed to be worn outside will have large pockets on the lateral sides of the lower portion.
- The scrub uniform must be clean, well fitting, in good repair, and free of wrinkles.
- Lab jacket must be short, white, clean, and wrinkle free with a CCC patch sewed three inches below the left shoulder line.

7.4.2 All students, must wear a clean white tee shirt beneath the scrub top. This tee shirt must be a plain white tee free of advertisement, signs, letters, and symbols of any sort.

7.4.3 Coahoma Community College ID badges (if applicable, clinical site badge also) are to be worn on the upper left breast areas during any/all times students are present on clinical site's campus.

7.4.4 Earrings must not exceed one inch in diameter.

7.4.5 Pendants and necklaces are discouraged, but if worn, must be worn beneath the tee shirt for they pose safety risk.

7.4.6 Visible body piercings and rings other than wedding bands are forbidden.

7.4.7 Artificial nails and dark fingernail polish is forbidden.

7.4.8 Fingernails must not exceed 1/16 of an inch beyond the tips of the fingers and must be clean, both around the nails and beneath.

7.4.9 Cuts or abrasions on the skin must be kept covered with a suitable bandage.

7.4.10 Tattoos must be kept covered at all times.

7.4.11 Black leather non-porous soft-soled shoes

- Must be clean, in good repair, and polished.
- Open toe or heels are prohibited.

- Walking style shoes are preferred.
- Tennis or athletic shoes are permitted so long as they are black leather.

7.4.12 Perfumes and colognes to include but not limited to scented deodorants, powders, and aftershaves are prohibited.

7.4.13 Good body hygiene is mandatory.

- Students with offensive body and /or oral odors may be asked to take corrective actions. If the ability to take immediate corrective action is not permissible, the student shall then be sent home for corrective actions.

7.4.14 Hair must be kept above the collar and tied back away from the student's face.

## SECTION 8: REQUIRED CLINICAL DOCUMENTATION

- 8.1 Each student will be required to submit clinical time, clinical site and preceptor evaluations, daily activity logs, and competencies to their instructors each Thursday at the beginning of class. Clinical documentation will not be accepted after this time unless special arrangements have been made with the instructor.

*Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.*

*Students are not permitted to complete clinical coursework while in an employee status (i.e. "clocked in at work") at a clinical affiliate. No exceptions.*

- 8.2 **TIME AND ATTENDANCE.** In an effort to cultivate a professional and reliable work ethic and to complete hourly requirements necessary to satisfy Clinical Practice requirement, phlebotomy and EKG students are required to be present at every assigned clinical assignment and in a timely manner. Due to our abbreviated schedule for Clinical Practice (6-7 weeks) the time necessary to complete the required clinical hours are limited, as a result, all absences must be made up with the exception of a No Call/ No Show. **A NO CALL/ NO SHOW WILL NOT BE ALLOWED TO MAKE UP MISSED CLINICAL TIME AND WILL RESULT IN A GRADE OF "F" FOR THE CLINICAL ROTATION.**

- 8.3 Required notification steps for an Absence:

- Contact the affiliate department prior to the beginning of the shift. The significance of prior notification cannot be emphasized enough in an effort to prevent problems of rescheduling patient therapy. It is the responsibility of the student to notify the affiliate team leader/supervisor by a personal communication. Do not assume that a message left on voice mail will be delivered on time.
- Contact your instructor or Program Coordinator if cannot reach the instructor. It is the responsibility of the student to make contact by personal communication. Do not assume that a message left on voice mail will be delivered on time. The use of text messaging or any other form of social media (i.e. Facebook) is not acceptable.
- Submit documentation of the illness, etc. to the Instructor on the first day back in class or clinical. The documentation may be faxed or hand delivered.

- Schedule make-up for the clinical day(s) missed with the instructor on the first day back in class or clinical.

#### 8.4 **REQUIRED STEPS FOR LEAVING EARLY**

- Have an illness or emergency.
- Receive permission from the clinical faculty/instructor representing the affiliate (this may not be your clinical preceptor).
- Receive permission from the instructor or program coordinator
- Schedule make-up for the clinical time missed with your instructor on the first day back in class or clinical.

When a student fails to follow the required notification and follow-up steps, he/she will be scheduled for a counseling session with the Program Coordinator.

#### 8.5 **MAKEUP POLICY.** Except in extraordinary circumstances, all clinical days must be made up prior to the end of the applicable clinical rotation. Failure to make-up the days at the assigned times will result in an unsatisfactory grade for the course.



# **Appendix H**

## **Paramedic**

## SECTION 1: ADMISSION

### 1.1 Admission Requirements

1. A completed CCC application and the paramedic program application
2. High school transcript of GED
3. ACT with a score of 16 or higher
4. Social security card and immunization record (form on website)
5. Anatomy & Physiology I with a grade of “C” or better \*\*
6. Be a NREMT upon admission and be Mississippi certified upon acceptance to the Program.
7. Pass a NREMT basic knowledge and skills assessment test with a grade of 80%

### 1.2 Admission Selection Process:

Entry selection into the Paramedic Program is on a competitive “top-down” elimination scale:

- 1.2.1 The highest ACT score, and;
- 1.2.2 The highest Anatomy and Physiology grades (if presented at time of admission)

### 1.3 Upon Acceptance

1. Attend a health science enrichment camp in the summer prior to beginning of Classes
- The following will be required at the students’ own expense and are due no later than the *first week in August* before the first class begins:
  - a. Physical examination according to specified form (included in paramedic admission packet)
  - b. Evidence of vaccine or proof of titer for Hepatitis B, Varicella and a 2-step TB skin test
  - c. Current tetanus vaccination within 10 years
  - d. AHA CPR certification for healthcare providers’ current for 2 years and maintained until graduation

1.4 Requirements for Graduation

1. Complete course requirements in prescribed program of study (Paramedic Certificate/Paramedic Degree) as prescribed in the catalog.
2. Earn a cumulative grade point average of 2.0 according to the Paramedic Grading Scale.
3. Satisfy financial obligations at Coahoma Community College

1.5 Advanced Placement Policy

Due to variable course sequences and curricula between paramedic programs, the Paramedic Program does not offer *advanced placement* at this time.

1.6 Experiential Learning Policy

The paramedic program does not offer credit for experiential learning at this time.

## SECTION 2: GRADING

- 2.1 Final grade- The final grade in each subject will be determined by the assigned percentages for each area as follows:

Daily grade	10%
Unit tests	50%
Final exam	40%
Clinical/Field	Pass or Fail

- 2.2 Grading scales for health science programs are based on the 4.0 system. Grading scale variations are based on the state-wide requirements and best practices as follows:

<b>Grading Scale for Polysomnography, Paramedic, Respiratory Care, and Practical Nursing</b>		
Grade	Scale	Quality Points
A – Excellent	94 – 100	4.0
B – Good	87 -93	3.0
C – Average	<b>80-86</b>	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z- Unassigned		0.0

### GRADE DESCRIPTIONS

**I:** The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

**F:** This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

W: A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of "Z" should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

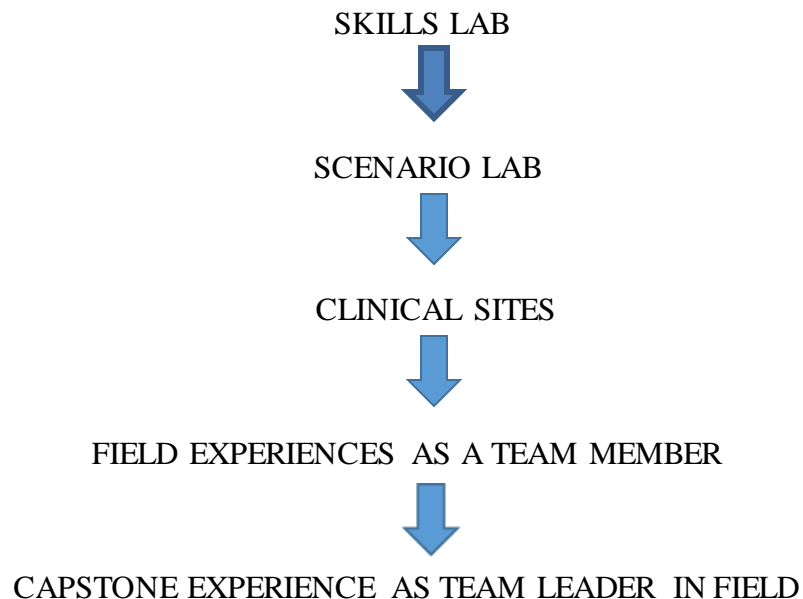
### SECTION 3: PROGRESSION

3.1 Students admitted to the Paramedic Program are expected to maintain a grade of “C” or an 80 course average in all paramedic subjects and *pass* (100%) all clinical requirements to progress to the next level/semester in the program. Those students who do not meet this criteria:

3.1.1 May exercise their right to appeal (see *Grievance/Due Process/Complaints* in Section 10 of the Health Science Student Handbook)

3.1.2 May withdraw from the Paramedic Program

3.1.3 Student progression will commence as follows:



3.2 The paramedic student will be provided clinical notes and reminders that address components specific to clinical and field practice as stated in this appendix. Successfully completing both didactic and clinical/field experiences are necessary to progress in the paramedic program.

3.2.1 The paramedic curriculum will follow a systems-based format which will include a laboratory demonstrative for the lecture provided. This format is to provide each student the opportunity to reinforce concepts learned as lecture proceeds.

In addition, the clinical and field hours of the curriculum will include the following minimum patient contacts:

ADULT PATIENTS (18-64 yrs.): Minimum of 30

GERIATRIC PATIENTS (65 and older): Minimum of 20

PEDIATRIC PATIENTS (birth to 17 yrs.): Minimum of 12

Pediatric Patients Will Be Subdivided:

Neonate 2 contacts

Infant 2 contacts

Toddler 2 contacts

Pre-schooler 2 contacts

Elem age 2 contacts

Adolescent 2 contacts

NOTE: It is important to remember that it is the patient experience NOT the location where patient exposures should occur. (IE: a pediatric patient seen in the Emergency Department would count as a pediatric exposure). This is also true for other patient contacts. For more information on patient exposures and clinical and field rotations, see the Clinical Coordinator.

- 3.3 Students averages in each subject will be reviewed by instructors at each mid-term. Students whose course averages are below 80% will be counseled by instructional faculty, and may be referred to the *student navigator*.

If the student navigator is involved the paramedic program will:

3.3.1 Submit a 'navigator referral form' including the student's name, level of urgency, by whom they were referred, and the reason for referral.

3.3.2 Once counseled by the student navigator, the student will be referred back to instructional faculty and a *loop-closure* form will be completed that will become a permanent part of the student's file. This form will include a disposition and any additional comments from the navigator.

- 3.4 Students who meet programmatic milestones set forth by the program director, medical director and advisory board will progress to the next semester or will graduate.

- 3.5 Course syllabi are found under *Canvas* located on the college website at [www.coahomacc.edu](http://www.coahomacc.edu) by clicking on the 'quick links' tab.

Students will be shown how to access the syllabi from instructional faculty. Afterwards, it is the student's responsibility to access the syllabi that are appropriate for each semester.

Course syllabi may also be found by clicking on the following link:

<http://www.coahomacc.edu/programs-of-study/health-sciences/resources/syllabi/hssyllabi/ems>

- 3.6 Students will sign an acknowledgement form which states they have received instructions on how to access to the health science student handbook and paramedic syllabi.
- 3.7 Students will sign a routine counseling acknowledgement form conducted prior to mid-terms after meeting with their advisor as to their academic status.

Any forms signed by the student will be kept in the student's file.



## SECTION 4: COST

- 4.1 In addition to regular tuition charged by Coahoma CC each semester, the student will be assessed \$700 for the first semester only, to cover all textbooks and related computer learning software and clinical/field tacking software that will be used in the course. No additional texts will be needed.
- 4.2 Paramedic students will also be assessed program fees to cover expenses listed below:
- Overnight stays at clinical sites out of town, if required
  - Clinical uniforms (including replacement wear)
  - Background checks
  - Drug screen
  - Liability insurance
  - Test preparation fee
  - Any out-of-state license requirements in order to meet clinical or field hours.
- Specifically, the State of Tennessee Board of EMS requires any paramedic student performing clinical or field rotations to possess a Tennessee license at the Advanced EMT level.
- 4.3 The most current student expenses may be found by accessing the paramedic page of the Health Science division at the CCC website or the student may follow this link:

[www.coahomacc.edu/programs-of-study/health-sciences/paramedic/student-cost/index](http://www.coahomacc.edu/programs-of-study/health-sciences/paramedic/student-cost/index)

## SECTION 5: REMEDIATION

- 5.1 Students failing to progress with a cut score of less than 80% in any course in the paramedic program will be considered ‘**at-risk**’ and will be given the opportunity to remediate.
- 5.2 Students may be referred to the student navigator in order to determine any deficiencies and recommendations for improvement.
- 5.2 Other ‘at-risk’ students may include but are not limited to:
- \* Those lacking test-taking or critical-thinking skills
  - \* Those lacking adequate reading and mathematics for the course of study
  - \* Poor performance of psychomotor milestones
  - \* Attitudes or other negative behavior that does not reflect professionalism; proper wear of the uniform or any other *affective* learning domain.
- 5.3 Resources for student remediation may include:
- \* Online practice
  - \* *Plato* software for math and reading deficiencies
  - \* Online learning software
  - \* Extra instruction from faculty

### NOTE:

**\*\* Every ‘at-risk’ student will be offered assistance to try and improve their scores.**

**\*\* It is the student’s responsibility to meet with instructional faculty when appointment times are made so that deficiencies of learning may be addressed in private and corrective action can be offered.**

## SECTION 6: CLASSROOM ASSIGNMENTS

- 6.1 No late assignments will be accepted unless by prior arrangement with the instructor
- 6.2 All assignments meet current National EMS Education Standards and are designed to prepare the student to meet cognitive, psychomotor and affective objectives.  
  
All assignments, tests and clinical/field rotations have been approved by the program director, medical director and the advisory board.
- 6.3 Instructional power points, video presentations or handouts are the property of the instructor, textbook publisher and/or Coahoma Community College. Assignments that are related to instructional material will have clear directions and expectations. They should **never** be disseminated to anyone who is not a student of the Paramedic Program.
  - 6.3.1 Students found in violation of this policy will be subject to disciplinary action including dismissal from the paramedic program.

## SECTION 7: DRESS CODE

- 7.1 The dress code for the **classroom** is business casual. Once the clinical coordinator announces the beginning date of clinical/field rotations, (about 2 weeks prior), the student will be expected to wear the school uniform to class. This will provide the coordinator an opportunity to evaluate the student's wear of the uniform, as they are a representative of the institution and the program when in uniform.
- 7.2 The dress code for **laboratory** activities is business casual until school EMS uniforms are issued. Once the clinical coordinator announces the beginning date of clinical/field rotations, (about 2 weeks prior), the student will be expected to wear the school uniform to class. This will provide the coordinator an opportunity to evaluate the student's wear of the uniform, as they are a representative of the institution and the program when in uniform.
- 7.3 The dress code shall include Coahoma Community College maroon scrubs embroidered with the CCC logo in white lettering on the left breast of the scrub top with "Paramedic Student" in white on the right breast. Top will be tucked into the scrub pants with appropriate footwear worn. Students should also wear their Coahoma CC student ID with their scrubs at all times.

### NOTE:

- While wearing the business casual attire in the lab setting, no open-toed shoes are to be worn.
- Hair is to be kept neatly tucked and/or trimmed
- No earrings nor jewelry that would interfere with patient care
- No denim jeans
- No jogging pants
- No strong cologne nor perfume

## SECTION 8: CLINICAL/FIELD PRACTICUM

Prior to starting clinical/field practicum, the paramedic students will demonstrate currency in BLS for Healthcare Providers, ACLS and PALS.

When in clinical, paramedic students are to follow and abide by the *Codes of Conduct* adhered to as noted in both the campus and Health Science Student Handbooks.

Any infraction will be investigated by the Clinical Coordinator and any action taken will be dictated by the Student Handbook.

### 8.1 Clinical and Field Preceptors

Clinical Preceptors are available and designated by each clinical affiliate. Various staff who have acquired professional credentials, obtained experience, and/or expertise in a particular patient care environment voluntarily serve as Clinical Preceptors. This training is certified by the clinical facility. To aid the Program Director and the Clinical Coordinator, the Clinical Preceptors are asked to complete a Clinical Preceptor Profile form.

Clinical/Field Preceptors:

- 1) Are “partnered” with students during Clinical Practicum phases I, II and III.
- 2) They will assist the student in developing and meeting learning outcomes and they participate in the evaluation of the student.
- 3) Preceptors are asked to evaluate students at the conclusion of each clinical day or night shift. As students’ progress in their competence in patient care skills, Clinical Preceptors will allow students to work more independently, but will remain nearby in the event assistance is needed. Students will also perform an evaluation of the preceptor at the conclusion of a clinical or field rotation.

Program faculty are responsible for the overall clinical evaluations of students.  
Faculty will always retain ultimate responsibility of all students.

Preceptors will also receive an evaluation by program faculty at the conclusion of each semester to ensure quality experiences and that learning objectives are being met.

## 8.2 Time and Attendance

The Paramedic Program follows the Health Sciences policy for absences. In an effort to cultivate a professional and reliable work ethic and to complete hourly requirements necessary to satisfy practicum requirements, the paramedic students are required to be present at every assigned clinical site and in a timely manner. The student will utilize the available online clinical tracking system and will only sign up for opportunities as they are made available and approved by the Clinical Coordinator. All absences from clinical sites must be made up on the student's own time at the convenience of the clinical site and the Coordinator. Any makeup time must be approved by the Coordinator prior to scheduling.

### 8.2.1 Required notification steps for Clinical Absence:

8.2.1.1 Contact the Clinical–Coordinator (or Program Director or designee in the event the Clinical Coordinator is not available) **at least 1 hour prior** to the scheduled clinical shift. It is the responsibility of the student to make contact by personal communication. Text messaging and voice mails are not acceptable. The Clinical Coordinator will contact the designated affiliates.

8.2.1.2 Submit documentation of the illness, etc. to the Clinical Coordinator on the first day back in class or clinical. The documentation may be faxed, hand delivered or emailed.

8.2.2 Schedule make-up for the clinical day(s) missed with the Clinical Coordinator on the first day back in class or clinical. Refer to Makeup Policy 8.4

8.3. Tardiness Policy- In an effort to develop positive work behaviors, students are expected to arrive at each clinical site on time for their designated shift. Furthermore, students are expected to be in the assigned area for the entire shift with the exception of breaks which are authorized by the clinical coordinator/preceptor. Repeated tardiness is disruptive to patients, staff, and the clinical experience. Hours for each rotation are posted on the clinical schedule and will vary according to the clinical affiliate.

#### 8.3.1. Definition of Tardiness

A student is deemed 'tardy' if he/she is later than ten (10) minutes arriving to class. Three (3) tardies constitute one absence. (*CCC Catalog, Class Attendance Policies and Health Science Student Handbook*)

#### 8.3.2. Leave Early Policy

Students should never leave the clinical site early for any reason other than illness or emergency.

In case of illness or emergency, the student must obtain permission to leave early from the Clinical Coordinator (or Program Director or designee), and the clinical preceptor representing the clinical affiliate. The number of hours missed will be made up.

#### 8.3.3 In order to leave early, the student must:

- Have an illness or emergency.
- Receive verbal permission from the Clinical Preceptor.
- Receive verbal permission from the Clinical Coordinator (or Program Director or designee).
- Schedule make-up for the clinical time missed with the Clinical Coordinator on the first day back in class or clinical.

#### 8.4. **Makeup Policy**

All clinical days must be made up prior to the end of the same semester. (I.e. if a day(s) are missed in Clinical Practicums, the day(s) must be made up in Clinical Practicums of the same semester, and at the facility in which the day(s) were missed.)

#### 8.5. **Travel**

Each student is responsible for their own transportation which includes access to a dependable vehicle, a valid driver's license, and proof of insurance as required by state and local law.

#### 8.6 **Dress Code**

All students shall wear the designated uniform as described in this Appendix. All students reporting to clinical wearing anything other than the designated uniform may be sent from the facility to change into appropriate attire. The time required to change into appropriate attire will be considered a tardy or an absence in the event for some reason the student fails to return to the assigned clinical site within the first hour of

clinical. This time shall be made up by the student at the convenience of the facility.

Breaches in the dress code must be reported to the Clinical Coordinator immediately. Failure of any student to adhere to these or any subsequently established or modified guidelines will result in appropriate disciplinary action, up to and including dismissal from the paramedic program.

#### **8.6.1 Accessory Items Worn During Clinical**

- Earrings must not exceed one inch in diameter. No dangling, or flashy earrings will be allowed. Earrings must not contain writing of any sort, advertisement, signs, and symbols. The only earrings permitted are single gem stud (crystal, rhinestone, or pearl).
- Pendants and necklaces are discouraged, but if worn, must be worn beneath the tee shirt for they pose safety risk.
- Visible body piercings and rings other than wedding bands are forbidden.
- Wedding and/or engagement rings, if worn, may interfere with infection control, (i.e. removal of gloves or other PPE)
- The student may wear a digital watch or a watch with sweeping second hand. The watch band, whether leather, plastic, or metal must be clean of foreign debris.
- Artificial nails are forbidden. Fingernails must not exceed 1/16 of an inch beyond the tips of the fingers and must be clean, both around the nails and beneath. No dark, neon, pearl, or bright nail polish color. Nail color should be flesh-tone.
- Cuts or abrasions on the skin must be kept covered with a suitable bandage.
- Tattoos must be kept covered at all times.  
Perfumes and colognes to include but not limited to scented deodorants, powders, and aftershaves are prohibited.



- Good body hygiene is mandatory. Students with offensive body and /or oral odors may be asked to take corrective actions. If the ability to take immediate corrective action is not permissible, the student shall then be sent home for corrective actions.
- Any make-up worn must be minimal and natural hues. No bright or neon colors allowed. Only nude or flesh tone lip colors are permitted.
- Hair must be kept above the collar and/or tied back away from the student's face
- Hats, caps, wraps, or any head garments that are not required for specific job duties should not be worn at any time. Exceptions can be made for a recognized religious head covering, unless it presents a safety or infection-control issue.

## **8.7 Professional Behavior**

### **8.7.1. Conduct at Clinical Sites**

- 8.7.1.1 Students are expected to conduct themselves in a professional manner, be polite, respectful, and friendly at all times as a representative of the Emergency Medical Services profession. Surly and defensive attitudes are not permitted. Students are forbidden to make political, religious, or inflammatory statements of any kind. Statements, comments or criticisms regarding hospital policy, procedure, or personnel are to be discussed in confidence with the Clinical Coordinator or the Program Director only.
- 8.7.1.2 Students are prohibited from taking any clinical assignment or reviewing a chart involving a family member or an associate. As soon as any such knowledge is attained of a student's assignment involving the said group(s), the Coordinator must be notified and a change in clinical assignment must be made.

#### **8.7.2. Patient Care Duties**

Students will be expected to answer questions regarding the care of the patient as required by the preceptor. Students do not have the right to refuse to provide therapy or treatments to any patient.

#### **8.7.3 Duty to Notify Preceptor of Breaks**

Students must notify the preceptor or supervisor when leaving for a break or meal. They must ask permission prior to leaving for such activities, not simply state “I am going on break.” It is the responsibility of the student to provide the preceptor or supervisor with information as to their location at all times.

#### **8.7.4 Use of Tobacco Products**

The student must adhere to the tobacco/smoking policies of the clinical affiliate. Students who use tobacco will not carry these materials into their clinical affiliates.

#### **8.7.5 Use of Cell Phones**

Talking, texting, e-mailing, social networking, using phones, tablets, and laptops are strictly prohibited at any and all clinical sites while representing CCC in a student capacity. This policy also includes the use of Bluetooth, ear pieces, and music devices. Students should not use clinical affiliate telephones, or computers for personal use.

In case of emergencies, students must provide the necessary parties (i.e. immediate family or babysitter) contact information for the clinical site at which they are assigned, the Clinical Coordinator, and the Program Director. Students found in violation of this policy are subject to immediate disciplinary action.

#### 8.7.6 Student Conduct at the Clinical Site

Students failing to adhere to the policies and procedures as set forth in the Coahoma Community College Code of Conduct and the Health Science Policy and Procedure Manual will face a disciplinary process. This process may include any combination of counseling, probation and dismissal. (See Section 8- *Code of Conduct* in the Health Sciences Manual)

In the event of unsatisfactory clinical behavior, care that poses a threat to a patient's well-being, the following procedure will be followed:

1. The clinical preceptor/clinical officiate will document the incident. The documentation will be provided to the clinical coordinator.
2. The clinical coordinator will notify the program director. At the discretion of the program director and clinical coordinator, the student may be reassigned other clinical activities, placed on probation, or dismissed from the program. The student will be notified.
3. The student may be allowed to attend classes but may not be allowed to return to the clinical setting until the matter is resolved. Clinical absences do not accrue during this process, but time missed must be made up.
4. The student is given the opportunity to present in writing their explanation of the incident.
5. The Clinical Coordinator, program director, and student will meet to review the incident.
6. When deemed necessary by the Program Director, a faculty committee will review the documentation of the incident and the meeting of the student and the faculty member. A recommendation will be made and forwarded to the Director.
7. The review of the incident must take place within five (5) business days of the date of event, unless there are extenuating circumstances.
8. After reviewing all the information, the Program Director makes the final decision on disciplinary action.

## **8.8 Evaluations**

### **8.8.1 Student Denied Access to a Clinical Site**

The clinical affiliate may deny access to a student for breach of conduct or policy/procedure of that particular facility.

### **8.8.2. Preceptor Evaluations of Students**

Daily evaluations of the student will be completed at the end of each clinical shift by the clinical preceptor and recorded in the clinical tracking software program.

Daily evaluations are utilized to document students' performance, professional behavior, and completed clinical hours. The preceptor evaluation on the paramedic student will be used as a formative evaluation.

All behaviors must be satisfactory by the end of the given semester. The student must satisfactorily meet all standards and competencies at the conclusion of the semester in order to receive a satisfactory grade in the course.

### **8.8.3. Student Evaluations of Preceptors**

A student evaluation of the preceptors allows the affiliate and the program to receive input on their clinical teaching effectiveness and allows the faculty, as well as the preceptors, to make critically responsive changes to students' needs in the clinical environment.

The preceptor evaluation should be completed by the student on each preceptor in a thorough, honest manner and at the completion of each clinical rotation.

## SECTION 9: INSTRUCTIONAL ENHANCEMENT

9.1 The purpose of instructional enhancement is to assist students in attaining the knowledge and critical-thinking skills required to successfully complete the Paramedic Program and pass the NREMT cognitive and psychomotor exams.

9.2 Advisor/advisee assignment:

Each paramedic student will be assigned an academic advisor (paramedic faculty member) for the purpose of providing support and academic guidance. Students are expected to communicate with their assigned advisor on a regular basis and to keep all scheduled appointments. Students should prepare to meet with their advisor using the Advisement/Counseling form.

9.3 NREMT Preparation

Students will use a combination of paramedic practice testing software to include:

- *EMS Testing™* for daily quizzes, module exams (formative)
- *MyBradyLab™* for daily quizzes, power point presentations, videos
- *FISDAP™* for comprehensive evaluations (summative)
- Psychomotor evaluations/ skills to include a terminal competency exam by medical director and program director.

## Comprehensive Advisement Form for Paramedic

**Advisement/Counseling Form Directions-**The student should bring items 1-4 completed to the meeting with their advisor. After the conference the student should obtain a copy of the completed form from the advisor for their own records.

1. Student Name\_\_\_\_\_ Date of Advisement\_\_\_\_\_

2. Course Name\_\_\_\_\_ Current Average\_\_\_\_\_

3. Student Assessment Information-

- Other classes you are enrolled in \_\_\_\_\_
- Study Habits \_\_\_\_\_
- Number of hours spent studying\_\_\_\_\_
- Location:\_\_\_\_\_
- Description of how you study\_\_\_\_\_
- Work schedule\_\_\_\_\_

4. Student Statement (identify any problems that need to be discussed with advisor)

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5. Instructor's Recommendations:

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Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor/Advisor

\_\_\_\_\_  
Date

## SECTION 10: REPORTING OF PROGRAM STATISTICS

10.1 The *Committee on Accreditation of Educational Program for the EMS Professions* (CoAEMSP) and the *Commission on Accreditation of Allied Health Education Programs* (CAAHEP) requires all accredited paramedic programs to publish the following information for each paramedic class on the college website:

- Number of students enrolled
- Number of students retained to graduation
- Number of students who left the program (academic or non-academic)
- Number of graduates who passed the national registry computer exam (CAT)
- Number of graduates who passed the national registry psychomotor exam
- Number of graduates who had positive job placement

Such information will be updated as needed and will be consistent with what is reported to the accrediting body each year.

10.1.1 Specific information related to individual students (name, age, gender, race, other demographics, or reason for withdrawal) will not be published.