Welcome

Redlands Community College Nursing Program is very proud of our students. Our students come primarily from rural Western Oklahoma and often remain in their local communities where health care needs are great.

We are a small school that knows our students and their families. We are strong in technology and current practice in nursing. Our standards are high so students can feel confident that they will graduate fully prepared to practice as new nurses.

This handbook is an important document for all students to read and keep as a reference during your academic years. It describes the current policies and procedures of Redlands Community College Nursing Program. If a policy must change during the academic year, the student will be notified electronically.

If you have questions or concerns about these policies and procedures, please feel free to contact any of the faculty.

We are excited about your journey and wish you the best this year!
Mission
“Redlands Community College provides a learner centered environment committed to academic excellence strengthened through service and civic engagement"

Philosophy
The philosophy of the program can best be expressed through the faculty’s beliefs concerning the concepts of: Nursing Education, Person, Environment, Health, Nursing, and the Nurse.

Nursing Education
The primary purpose of the Redlands Community College nursing program is to admit and prepare graduates who will be successful in obtaining licensure as a registered nurses and who will be successful in the practice of nursing. The program also exists to assist in providing improved healthcare services for the residents of the community we serve. The program responds to the needs of our service area by preparing graduates to adapt to the rapid changes in health care and the community at large. The nursing faculty believes that nursing education should be empowering and student-centered. Nursing education is a dynamic and collaborative process for which the learner takes primary responsibility including preparation outside of organized class time. Faculty members believe they are best utilized as facilitators of experiential learning who provide direction according to individual learning styles while linking nursing theory to clinical practice.

Person
A person is a holistic being whose basic human needs range from simple to complex. Each person possesses intrinsic worth, more than the sum of its individual parts. Because each individual reacts uniquely to life experiences and has the right to respect and dignity, he/she must be allowed to make his/her own individual healthcare decisions based on his/her priorities.

Environment
The environment is a compilation of all that makes up our rapidly changing world. It includes, but is not limited to, one’s self, circumstance, family, home, work setting, community, and healthcare system.

Health
Health is a dynamic continuum ranging from wellness to illness. People move back and forth along this continuum based on their response to developmental, physiologic, psychosocial, and/or cultural/spiritual stimuli. Each person has a unique perception of wellness and illness and defines their own state of health.

Nursing
Nursing is a caring profession that uses ethical decision making and respect for cultural and spiritual beliefs to collaborate, to the extent desired, with the person, family, or community in the promotion of health, restoration of wellness, prevention of illness, and facilitation of dignity within the dying process.

Nurse
The nurse is an integral member of the healthcare team who uses critical thinking, the nursing process, evidence-based practice, and competent clinical skills to assist persons to achieve optimal levels of health while practicing within the scope of the Nurse Practice Act. The nurse is an advocate for those under his/her care and is committed to educating persons, families, and communities to ensure informed, active healthcare decision making.
Organizing Framework
The primary organizers of the curriculum include:

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Nursing diagnoses are a standardized way of identifying specific client physical or psychosocial responses and needs. To facilitate the steps of assessing and diagnosing in the nursing process, nursing diagnoses have been grouped into related categories titled Diagnostic Divisions. These Diagnostic Divisions reflect a blending of theories, primarily Maslow’s Hierarchy of Needs and a self-care philosophy. The Diagnostic Divisions serve as the framework for collection of data, teaching of the content, and directs the nursing student to the appropriate nursing diagnosis (Doenges, Moorhouse, & Murr, 2006).

The NLN has identified eight core components that describe the role expectations of an entry level registered nurse (2000). These core components serve as a logical framework for teaching of the content and evaluation of students in the clinical setting. The Nursing Process is “the essential core of practice for the registered nurse to deliver holistic, patient-focused care” (ANA, 2008). The nursing process (assessment, diagnosis, planning, implementation, and evaluation) is the vehicle for carrying out the curriculum and meeting learning objectives in the clinical setting.

Several threads have been identified as being essential at all levels of the curriculum. The concept is often introduced at the beginning level and then discussed in more detail in advanced levels. These are identified in the table above.
**Program Purpose**
The primary purpose of the Redlands Community College nursing program is to admit and prepare graduates who will be successful in obtaining licensure as registered nurses and who will be successful in the practice of nursing. The program also exists to assist in providing improved health care services for the residents of the community we serve. The program responds to the needs of our service area by preparing graduates to adapt to the rapid changes in health care and the community at large.
Professional Behaviors
The RCC Nursing graduate will demonstrate leadership and commitment to the profession of nursing through personal and professional responsibility including accountability for her/his professional, legal, and ethical practice in a variety of healthcare settings.

Communication
The RCC Nursing graduate will utilize therapeutic communication to demonstrate caring, respect, compassion, and cultural awareness.

Assessment
The RCC Nursing graduate will gather and document information from multiple sources to establish a foundation for the provision of holistic nursing care.

Clinical Decision Making
The RCC Nursing graduate will utilize knowledge from sciences, humanities and nursing to develop critical thinking, evidence based practice, and problem solving skills in making clinical decisions.

Caring Interventions
The RCC Nursing graduate will exhibit caring behaviors through cultural awareness, nurturing, compassion, acceptance, respect, instilling hope and trust, to promote individualized holistic care. The RCC Nursing graduate will identify, perform, and document accurate, competent, and safe nursing care.

Teaching and Learning
The RCC Nursing graduate will utilize concepts of teaching and learning to facilitate informed decision making, and support self-care activities through evaluation and modification of the plan of care. The RCC Nursing graduate will understand the value of lifelong learning.

Collaboration
The RCC Nursing graduate will participate in the team approach to holistic, client centered care across health care settings.

Managing Care
The RCC Nursing graduate will utilize available resources to plan, organize, and direct the healthcare team to assist the clients’ transition within the healthcare settings.
Program Outcomes
The expected general program outcomes are specified as:
   A. Overall first time pass rate on the NCLEX-RN exam within 10% of the state pass rate.
   B. Overall retention rate at 80% or higher.
   C. Overall program satisfaction ratings by graduates at 80% or higher.
   D. Overall evaluation ratings of graduates by employers at 80% or higher.

References
General Program Information

Academic Integrity
A. Each student is expected to act in a mature and responsible manner and to maintain the highest standards of integrity, honesty, and morality. Redlands Community College and RCC Nursing Program considers all forms of academic dishonesty including cheating, plagiarism, unauthorized possession of exams or other materials, forgery, or alteration or misuse of Redlands Community College records are subject to dismissal from the nursing program and Redlands Community College. This includes all exams (unit, math, standardized, and final) and all paperwork (care plans, assessments, case studies, worksheets, and papers).

B. The academic integrity process involves granting credit where credit is due. Division of Nursing Instructors design independent and collaborative learning and evaluation activities. An assumption is that learning activities be carried out independently unless the activity is described by the instructor as a collaborative learning activity. Instructors are to specify the limits of assistance allowed between and among students in writing or by electronic communication. Students are responsible for obtaining clarification if they have questions.

C. Academic misconduct is classified as, but not limited to cheating, plagiarism, forgery, falsification of documents or activities, theft of instructional materials or tests, multiple submission of work in the same course or different courses, alteration of grades, altering assignments without permission, misuse of research data in reporting results and or assisting another person to engage in any of the above activities.

Student Conduct Code
Students attending Redlands Community College are expected to conduct themselves in a manner appropriate to an educational institution of higher learning and to pursue course work in an honest and ethical manner. Any academic dishonesty including cheating, collusion or plagiarism will not be tolerated. Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension or any lesser penalty may be imposed for plagiarism.

Inappropriate student conduct which adversely affects any Redlands Community College student, faculty member, employee or other member of the college community may subject the student to disciplinary action.

The violation of any local, state or federal law on the Redlands Community College campus or in a vehicle owned by Redlands Community College may subject a student to disciplinary action.

Violation of any official policy of the Redlands Community College Board of Regents may also subject a student to disciplinary action. Other grounds for student disciplinary action include:

1. disturbing the public peace
2. violence toward any person or property
3. disrupting the function of the college
4. interfering with faculty or staff in the performance of their duties
5. gambling
6. consumption or possession of alcoholic beverages or illegal narcotics in any form on campus or at any activity sponsored by or for a student organization
7. falsifying or causing the falsification of any official college record
8. use, possession or distribution of firearms, weapons, pellet or air soft guns, ammunition, blanks, firecrackers or explosives on campus
9. illegal carrying of a concealed weapon on campus
10. participation in or encouragement of any action on campus which endangers the health, education or welfare of any other person (including “hazing”)
11. violation of any applicable college rule or regulation
12. publication of anonymous or unauthorized publications on campus is prohibited*

*Authorization for distribution of publications on campus must be obtained from the Redlands Community College President or the Vice President of Academic Affairs prior to distribution.

Professional Behavior
A. Professional behavior, which is a key factor in maintaining academic good standing, refers not only to conduct in the classroom but also in the clinical setting and at all other events where the student is representing the Redlands Community College Nursing Program.
B. The American Nurses Association (ANA) identifies Standards of Professional Performance in the Standards of Clinical Nursing Practice; these reflect the priorities and values of the nursing profession. In the ANA Code of Ethics the following statements can be found, “The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual….” and “This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others” (pp.4 & 9). In observance of these standards the Division of Nursing has added the following guidelines:
1. Students must comply with the dress code identified in the student handbook at all times.
2. Students must adhere to assigned starting and dismissal times for class and clinical rotations, unless prior arrangements have been made or an emergency situation arises.
3. Students must demonstrate competence and make an effort in the areas of self-reflection, self-improvement, adaptability, and learning. Some examples of a lack of effort include but are not limited to:
   a) A student who is resistant or defensive in accepting constructive criticism.
   b) A student who resists considering or making changes to improve despite counseling.
   c) A student who is disruptive and disturbing to others during lecture or other forums in the educational environment.
   d) A student who does not follow the chain of command as prescribed with a concern or grievance.

4. Students must demonstrate safe practice behaviors while caring for clients in the clinical setting. Some examples of unsafe behaviors include but are not limited to:
   a. A student who commits an act of omission or commission in the care of their client (i.e. physical abuse, placing the client in a hazardous position or circumstance, medication errors).
   b. A student who demonstrates an inability to perform the necessary psychomotor skills necessary for carrying out nursing procedures.
   c. A student who fails to accurately record and report client behaviors.

5. Students must demonstrate respect/compassion for faculty, clients, families, other health care providers and their fellow students. The student is expected to contribute to solutions and create a positive climate in the classroom and clinical setting. Some examples of a lack of respect/compassion include but are not limited to:
   a. A student who lacks empathy and shows insensitivity to client or family feelings, needs, or wishes.
   b. A student who is rude, argumentative or disrespectful towards patients or families.
   c. A student who is rude, argumentative, or disrespectful toward faculty, other health care providers, or fellow students.
   d. A student who is unable to accept constructive criticism from faculty, other health care providers, or fellow students.

6. Students must demonstrate honesty in the classroom and clinical area. Honesty in the classroom is discussed under Academic Integrity. An example of dishonesty in the clinical setting includes but is not limited to:
   a. A student misrepresents or falsifies data in the medical record or clinical work (i.e. care plan).

7. Students must demonstrate appropriate conduct in all classroom and clinical situations. Some examples of misconduct include but are not limited to:
   a. A student fails to respect client privacy and/or confidentiality.
   b. A student uses profane language in the classroom or clinical setting.
   c. A student presents to the educational forum (class, lecture, lab, seminar, etc.) or clinical setting with an alteration caused by substance abuse.
8. Students must comply with and maintain HIPPA standards of confidentiality with regard to clients, families, institutions, faculty, and fellow students.
9. No cell phone usage in class or in clinical setting. Phones must be converted to a soundless mode during any RCC classroom educational experience.
10. Sleeping or the appearance of sleeping in class is not permitted. Sleeping students will be asked to leave the class immediately.
11. Communication is vital in terms of students in all matters related to their attendance and performance in class. Students must assume responsibility for this communication.
12. Disrespect to other students, faculty, administration, secretaries, patients, families and staff will not be tolerated and will result in disciplinary action. This includes rude comments or gestures and inappropriate words or tone or voice.
13. Laptops are allowed in class for the purpose of taking notes, reading on line text books or other faculty directed class activities only. Students may not surf the web unless it is a part of class (research articles).
14. Students must comply with and maintain HIPPA standards of confidentiality with regard to all health records (hospital and RCC Programs).
Accreditation and Approval

A. The Redlands Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), holding a maximum eight-year accreditation with the most recent visit conducted in fall 2013. The Redlands Nursing Program is approved by the Oklahoma Board of Nursing (OBN), holding the maximum approval of 5 years with the most recent visit conducted in fall 2009.

Notice of Nondiscrimination Statement

A. Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or status as a veteran, in any of its educational programs, activities, policies, practices or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991 and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies and procedures for students, employees and others: Human Resources Director, Redlands Community College, 1300 S. Country Club Road El Reno, OK 73036-5304, (405) 422-1267

American Disabilities Act (ADA)


B. The following minimal physical qualifications are required to be considered for admission into and progress through the RCC Nursing Program:
   1. The ability to lift weights of at least 50 pounds independently.
   2. The ability to move around the clients’ room and in work areas.
   3. Visual acuity sufficient to observe and assess client behavior, prepares and administers medications, and accurately read monitors.
   4. Auditory acuity sufficient to hear instructions, requests and monitoring alarms, and to auscultate heart tones, breath sounds and bowel sounds.
   5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation in client assessment.

C. Students with disabilities who need special accommodations should make their requests in the following way:
   1. Talk to your instructor about your disability or special needs.
   2. Contact the ADA Compliance Officer.

D. If disability is declared and accommodation requested, the nursing faculty will cooperate with the student to identify reasonable and specific accommodations for disabled student in each nursing course, lab, and clinical.

E. Accommodation must be requested for each class, each semester.
F. Accommodation will not be provided for any student if the student does not present the required documentation from the ADA officer.

G. Records will remain confidential regarding documented disabilities and accommodations.

**Annual Requirements**
The following are required of all students annually:

1. Current (less than one year) American Heart Association Health Care Provider CPR certification
2. Federal background check (completed on-line prior to orientation)
3. Random drug testing
4. OSBI background check (student submits on admission into program and at the end of the sophomore year prior to graduation)
5. TB skin test
6. Safety exam with score of 75% (administered in class prior to attending clinical)
7. Physical examination with satisfactory results
8. Annual Flu immunization as required by clinical facilities

**CRIMINAL HISTORY BACKGROUND CHECKS**
Obtaining a background check on each student (18 years of age and older) and instructor is now a provision required by many clinical sites using the uniform “Clinical Rotation Agreement” adopted by the Oklahoma Hospital Association (OHA) statewide taskforce in 2004. It is the responsibility of Oklahoma nursing programs to inform current and prospective students age 18 and older that a criminal history background check is required to complete the requirements of the program.

A. **BACKGROUND CHECKS FOR CLINICAL SITES**
Background checks on each student are required by clinical sites to protect patients and the general public. For this reason, clinical sites require you to have background checks performed. Redlands Community College Division of Nursing reserves the right to require repeat background checks if needed. The OSBI and Federal background checks will allow dissemination of self-disclosure information, background check results, and conviction records to clinical training sites, whether in or outside the state of Oklahoma as deemed necessary by the school. An OSBI and Federal background check must be done before beginning class work for first year students. In addition, an OSBI background check is required of graduating sophomores making application for the NCLEX examination. This information may be provided to the clinical sites during the completion of the academic program.

Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

In addition, please be aware that the clinical sites reserve the right to refuse placement of any student. If the student is unable to meet the clinical requirements, it will result in the student not be allowed to progress in the program.

The school reserves the right to request additional information as deemed necessary.
B. PROCEDURE FOR OBTAINING THE OSBI CRIMINAL BACKGROUND CHECK

The Criminal History Information Request to be obtained from the OSBI at OSBI Web site: www.osbi.state.ok.us.

Ensure the OSBI Background Check includes a Mary Rippy Violent Offender and a Sex Offender Registry Check. Indicate these by checking box on the form.

1. Students will be required to personally obtain copies of the background checks and pay the required fee.

2. Oklahoma Board of Nursing recommends that the school require an original copy of the OSBI check submitted on the form supplied by the OSBI. To ensure accuracy and authenticity, no photocopies, faxed copies, or forms completed by employment service providers shall be accepted.

3. If the student has been a resident of Oklahoma for less than one year, he/she is required to obtain a criminal history review and sex offender registry report from his/her last state of residency. In the event a statewide registry does not exist, a background check from the last county of residence should be explored.

4. International students are subject to the same criminal history information review as stated above. It may be necessary for the student to contact his/her embassy, or utilize a commercial investigative service in order to comply with this requirement. The international student is responsible for obtaining this clearance at his/her expense.

C. Reviewing the Background Check

1. The school will examine the report for the following wording:
   a. If on the Sex Offender Registration section, “No records found” in each state of residence, then the student is deemed to have clearance.
   b. If the Criminal - County section indicates criminal offense(s) or if the Sex Offender Registration contains “See Report Detail” further review is needed.

2. The review of criminal history will be limited to felony charges and/or registration as a sex offender. Upon examination of the report detail, the Division Director will investigate the charge; the city, county, or state; the date of the last court action; and aliases used.

3. If a review of the report indicates a felony charge or registration on the Sex Offenders Registration List, RCC Division of Nursing will request that the student obtain certified copies of court records related to the charge. These records may be obtained from the courthouse in the county in which the charges were filed. Certified copies of court records may vary from state to state, but generally include an information sheet (with a description of the charge), a statement of the charges, and a statement of the judgment and sentence rendered by the court. It is important to review the court records because the information included on the report is sometimes incomplete. For example, a charge may be originally filed as a felony, but later reduced to a...
misdemeanor. In addition, the report does not always indicate whether the charge was filed as a felony or misdemeanor, nor does it always show the judgment and sentence rendered.

4. If the student has a history of felony charges or registration as a sex offender, the school will review the case with its clinical facilities to determine whether the student will be able to complete clinical rotations at the facility. The clinical facility and the school should together decide whether there is evidence that placement of the student in clinical rotations could jeopardize the safety of others. The school and/or clinical agency reserve the right to request other information as necessary.

5. Based on the decision made by the clinical facility and school together, the school will notify the student regarding their ability to complete the clinical requirements of the program. The clinical requirements must be completed in order for the student to graduate from the program.

Copies of the reports, copies of court records, and related correspondence with the students will be kept in a separate locked file in the Division of Nursing.
RECORD OF ARREST OR HISTORY OF MENTAL INCOMPETENCE POLICY

A. It is the responsibility of the Division of Nursing to inform current and prospective students who have been arrested / convicted, for any charge or have been committed by a court for mental incompetence, of the rules and regulations of the Oklahoma Board of Nursing related to initial licensure. (See next page -- Guidelines for NCLEX Candidates with History of Arrests/Convictions/Prior Disciplinary Action.)

B. Arrest/convictions include felonies or lesser charges.

C. If a student has been adjudicated as mentally incompetent or mentally ill (that is, committed by a court as mentally ill), the student may be denied admission to the nursing program.

D. Any nursing student, regardless of mental health history, is permitted to continue in the nursing program if they can meet the objectives and requirements of the nursing course/program.

E. Faculty who are concerned with the welfare of the student with a “mental health history” have the right to explore with the student the past mental health history, current treatment, and/or request a recent statement from the student’s physician.

F. Action:

1. The student informs the Nursing Division Director of any records of arrests and/or commitments for mental incompetence. NOTE: This is a requirement. Failure to do so may lead to dismissal from the program.
2. The Nursing Division Director informs the student of the Oklahoma Board of Nursing rules and regulations and the possible implications.
3. The Nursing Division Director refers the student to contact the Oklahoma Board of Nursing for further counseling if deemed necessary.
Attendance Policies

Theory:
A. Attendance in theory (on-campus class) is expected and is considered essential to achieve maximum learning. If the student misses greater than 25% of classes, the student will be required to meet with the faculty to develop and implement a learning contract.
B. Students are expected to arrive on time for theory. Students who are consistently tardy for theory will be required to meet with the faculty and may be subject to disciplinary action.
C. Failure to be present at EXAM TIME & EXAM DATE will be required to meet with the faculty and may be subject to disciplinary action.
D. Faculty may require a medical provider note in case of illness.

Lab:
Attendance in lab is expected and is considered essential to achieve maximum learning. Lab includes skills lab and simulation. Attendance in the lab is part of course credit hours.

A. A student must not sign in for another student - this is unethical and unacceptable behavior.
B. Students are to arrive on time for lab. Students may not enter simulation late, but must wait to enter during the first break.
C. If extenuating circumstances causes a student to miss a lab student must notify the Simulation Coordinator prior to the lab. A student calling a classmate to relay a message regarding absence or tardiness is not acceptable.
D. A lab absence will require a student to complete a lab absence report. See the Redlands Community College Lab absence form in the appendix. The lab absence form will be turned in to the Simulation coordinator the next classroom day. A lab make-up assignment may be assigned. If a make-up is determined then both the student and faculty will develop the make-up strategy and the student will receive a signed copy of arrangement.
E. If a make-up assignment is assigned the make-up assignment will be due within 2 weeks of the original absence. If make-up assignment is not completed on time, the student can be removed from the Redlands Community College Nursing Program.
Clinical Attendance
A. Clinical attendance is expected and is considered essential to achieve maximum learning. In the case of extenuating circumstances requiring a clinical absence, the student must notify the appropriate clinical instructor no later than two hours prior to clinical.

B. In addition, the student who has a clinical absence must submit a written explanation (on the weekly journal form) to the clinical instructor prior to the next clinical experience. If an absence is due to an illness or injury, a student may be required to submit a written statement from the medical provider verifying ability to return to clinical and any limitations/restrictions.

C. Make up of clinical hours is required and must be arranged through the faculty. The student having any clinical absence will be required to meet with the faculty and will be subject to disciplinary action.

D. Failure to complete required clinical hours will result in failure of the course.

Blackboard
A. All nursing program courses are web-enhanced.

B. A Blackboard tutorial is also available on http://Blackboard.redlandscc.edu.

C. Computers are available to students in the nursing computer lab and other computer labs on campus.

D. If a student is having technical problems with Blackboard, do not call the instructor. Contact Redlands I.T. Department at technology.supportservices@redlandscc.edu or (405) 422-1288 or call toll free 1-866-415-6367 ext. 1288.

E. Check Blackboard several times daily and prior to class. Instructors use Blackboard to post announcements, updates and information pertinent to theory and/or clinical.

F. Information or questions intended for clinical instructors should be sent via Blackboard course e-mail unless otherwise specified. Instructors will respond to email Monday through Friday.

G. “Discussions” on Blackboard are public to the entire class and all instructors. “Mail” is sent to individuals.

H. To submit an assignment via Blackboard:
   1. Submit as an attachment. You may use only Microsoft Word format. For each submission, title the e-mail with a brief description and your name (e.g. Drug Card Suzy Student).
   2. Retain all digital copies of files sent. Sometimes resubmission may be required.
   3. Do not include other business in e-mails with your assignments.
Clinical Guidelines (also see Dress Code and Attendance policies)

A. Refer to Clinical Attendance Guidelines

B. No use of tobacco products, e-cigarettes, or vapor products is allowed during clinical experiences.

C. No student is authorized to leave the facility without obtaining permission from the assigned faculty and/or preceptor.

D. Students are allowed a total of one hour for break during a 9 hour clinical. However, patient care responsibilities must always be considered first.

E. Each student is expected to attend report, listen attentively, and begin to establish professional rapport with healthcare personnel in attendance.

F. Notify all staff associated with the client(s) (i.e. RN, LPN, NA, PCA) of what level of care you will be providing (i.e. total patient care except medications, total patient care with medications and IVs).

G. Documentation must be reviewed with the instructor or assigned nurse prior to documenting in the hospital record (if able to document care).

H. Notify your instructor and assigned nurse immediately if a mistake is made.

I. Review in drug book the basic information for each medication you will administer prior to giving. Specifically note side effects, drug interactions, and nursing interventions. Be prepared to discuss these with your instructor.

J. Preplanning may be required.

K. Before leaving the client care area, report must be given to the assigned nurse.

L. It is the student’s responsibility to complete all required clinical assignments.

M. It is the student’s responsibility to notify instructors of pregnancy as soon as known. A Physician release form is required prior to attending clinical.

N. Cell phones are not permitted in the clinical setting.
Communication (See also Electronic Devices)
A. Personal phone messages will **NOT** be received through the nursing office. The only exception is a true emergency which occurs while a student is in an on-campus nursing class. For emergencies during clinical, the student’s designated contact person should be kept informed of the clinical instructor’s phone numbers.

B. Students must communicate with instructors regarding personal issues that may affect attendance and/or performance.

C. Students may contact instructors by office phone or email. Students may contact instructors by cell phone as allowed by individual instructor. Contact information is located in the student’s course syllabus.

D. Instructors post office hours outside of their office door. Students are encouraged to make appointments to discuss specific issues.

E. The Nursing Director is available to meet with students by appointment.

Community Clinic
A. Students are required to participate in two 4 hour shifts at one of the approved community clinics during each year of nursing school (freshman–spring semester, sophomores-fall semester). These clinics provide free services to patients of all ages and nationalities. Students will assist with a variety of examinations, procedures, teaching, counseling, and referrals.

B. Sign-up sheets will be posted at the beginning of the appropriate course for the community clinics. The student’s signature is a firm commitment for that specific clinic, day and time as these clinics rely on our students to provide staffing for their clinics. An absence will be treated the same as a lab/clinical absence (see Attendance Policy).

C. In the case of extenuating circumstances requiring an absence, the student must notify the community clinic (see Appendix) and the course team instructor as soon as possible. The student should attempt to find another student to cover their shift.

D. Students must wear RCC uniforms, bring photo identification and student supplies (stethoscope, pen light, etc.) to the clinic.

E. To document attendance, the clinic representative must sign the “Community Clinic Participation Form” (see Appendix). The participation form must be submitted, after the community clinic experience, to the assigned course team instructor. Students will be required to submit a reflective Community Clinic Journal following the clinical experience.
Computer Lab Guidelines
A. The Nursing Computer Laboratory is located in the Nursing building.

B. The computer lab is open when the building is open except when noted as closed for testing.

C. No food or drink is allowed in the computer lab.

D. Headphones must be used if program is audible.

E. Students may not add programs to the hard drive, bring games to play, or alter/copy existing programs.

F. Any computer lab problems should be reported to the RCC Technology Support, on-campus extension 1288; off-campus (405) 422-1288.

Dress Code
A. Uniforms are to be worn at clinical, simulation and when designed on course calendar. Examples would be all day lab or skills lab demonstration. Mental Health clinical may be an exception and will be discussed at that orientation for each facility.

B. The uniform includes:
   a. Burgundy scrub top
   b. Burgundy scrub pants
   c. White lab jacket
   d. White socks
   e. White shoes

   Optional- You may purchase a short or long sleeve white knit undershirt with a rounded neck to be worn underneath uniform top

C. Uniforms must fit properly, appear clean, neat, and wrinkle free with no tears, fraying or stains.

D. The RCC nursing patch must be visible at all times on the left sleeve of burgundy scrub top and RCC nursing patch on left sleeve of white lab jacket.

E. The RCC nursing photo nametag must be worn with badge clip (no lanyards d/t safety and infection control) at clinical/lab/simulation experiences. Nametags must be clean and free of clutter (e.g. jewelry, pins, and stickers) and must be visible and worn above the waist line (between the head and heart).

F. When wearing professional attire to a clinical site, a lab jacket may be required. Clinical nametags are to be worn at any clinical experience.
G. Socks (required with scrubs) and shoes must be primarily white, clean, with no tears or stains, and must completely cover the foot and heel. No open toed shoes or shoes that contain open holes (Crocs). Keep in mind to wear shoes that provide a safe and secure footing.

H. A watch with a second hand, bandage scissors, penlight, black pen, and stethoscope are required at clinical, skills labs and simulation experience.

I. Professional attire for school functions and events including Student Nurse Fundraisers does NOT include jeans, flip-flops, tank tops, low-cut blouses, Capri’s, short skirts, and/or leggings.

J. Make-up must be used in moderation to create a natural appearance.

K. Hair must be clean, neat, away from face, and off neck collar, maintained in a manner that a sterile field will not be contaminated. All hair must be in a color and style that appears professional and does not include extreme hair styles or non/natural colors/fad colors (pink, green, orange, blue, etc.).

L. Sideburns, beards, or mustaches must be clean, neat, well groomed (trimmed, hairs are to be no longer than ¼ inch in length). The “unshaven look is not acceptable.

M. Jewelry should include one neutral ring on one finger only (consider risk of cross contamination, frequent hand washing and possible injury to patients) and a pair of small stud earrings worn in the earlobe. No multiple ear piercing jewelry. No other visible body piercing jewelry is allowed including tongue rings or studs.

N. Tattoos should be non-visible. Visible tattoos must be completely covered with clothing or Band-Aid (bandage) at all times during clinical, skills lab and simulation experiences when wearing Redlands Community College Nursing uniform.

O. In accordance with the Centers for Disease Control recommendations for direct patient care nails should be clean, neat and trimmed with length not to extend greater than ¼ inch beyond the level of the fingertip. Only clear polish is allowed. If polish is worn, it cannot be chipped, cracked or peeling. Nail ornaments/enhancements, artificial fingernails, acrylic extenders, gel, and shellac are never to be worn to clinical, skills lab and simulation experiences.

P. Undergarments should be worn in a non-visible manner.

Q. No scented perfume, cologne, shaving lotion, lotions or fragrances may be used. Student must be clean and free of offensive odors. Overall cleanliness and personal hygiene practices are required.

R. RCC uniforms with patches must never be worn apart from any Redlands clinical skills lab and simulation experiences.
S. Attire for obtaining client information (pre-clinical), or any time on agency premises for clinical activities:

   a. Wear complete uniform as described above, or lab coat with name badge and school emblem, over professional attire. Please note: no sandals or t-shirts with emblems as outerwear.

**Drug Testing**

A. Annual drug testing is required by the clinical sites.

B. Random drug testing of all students will be performed at least once per academic year.

C. Drug testing for reasonable suspicion may occur at any time.

D. On the day drug testing is performed, no student will be allowed to leave the facility until drug testing has been completed.

E. If a student is not in class on the day that random drug testing is performed, the student will be notified by phone that they have 24 hours to go to a designated testing site for testing.

F. Refusing or failing to participate in, or cooperate with, any part of the testing process is a direct violation of Redlands Division of Nursing program policy. This action will result in dismissal from the Redlands Community College program. Redlands Community College will maintain a drug free environment in compliance with the Drug–Free Schools and Communities Act of 1989.

G. Any student who is chemically impaired, tests “non-negative” for drugs or alcohol, refuses or fails to participate in or cooperate with any part of the drug testing process will be prohibited from attending clinical rotation and will immediately be dismissed from the nursing program.

H. The nursing program uses a designated institution or company to perform drug testing. Fees for testing are charged to the student by RCC.

I. The actual drug testing procedure will be explained by the drug testing company at the time of the testing.

J. Definitions:

   1. Chemically Impaired Student - The chemically impaired student is a person who, while in the academic or clinical setting, is **under the influence** of or has abused, either separately or in combination, alcohol, over-the-counter medication, illegal drugs, **prescribed medications**, inhalants or synthetic designer drugs. Abuse of the substance includes episodic misuse or chronic use that has produced psychological and/or physical symptoms.
2. Reasonable Suspicion - A belief that a student is using or has used alcohol or drugs. Subjective and objective facts, data and reasonable inferences drawn from those facts, may be based upon:
   a. Observable phenomena such as the physical symptoms or manifestation of being under the influence of alcohol or a drug or the direct observation of alcohol or drug use at lab/clinical or on campus.
   b. Evidence that a student has tampered with alcohol or drug test.
   c. Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of alcohol or drugs while on the clinical facility premises or directly or indirectly participating in the RCC nursing program.

Electronic Communication Devices
   A. Must be converted to a soundless mode during any RCC classroom educational experience.

   B. Electronic devices are not allowed during any nursing exam, clinical, skills lab or simulation experience.

Evaluation Methods/Grading
   A. Nursing courses are divided into theory and laboratory/clinical components. A satisfactory standard of performance must be maintained in both components of each nursing course. **If a student has unsatisfactory performance in either theory or laboratory/clinical, a passing grade will not be assigned to either component.**

   B. Students are encouraged to maintain personal records of grades on all assignments.

   C. Incomplete assignments will not be accepted.

   D. In order to question any grade assigned, the student must make an appointment with the instructor who assigned the grade. If a student feels a grade is unfair, he/she has the option of requesting that another instructor from the same course grade the assignment. For this reason, it is advised that the student maintain a “clean copy” of all assignments submitted. If a second instructor grades an assignment, the grade recorded will be the average of the two.

   E. Information on grades is not provided to anyone by phone.

   F. Course grades are communicated in ways to protect student confidentiality.
G. Each student will be assigned a mailbox number. This number is to be put on all assignments. All assignments must be submitted in a pocket folder with your name and mailbox number on the outside front of the folder.

H. Due dates of assignments are noted in the course syllabus. They may also be on the calendar, noted during class or posted on Blackboard. All assignments must be turned in by 9:00 am on the date due. 10% per day will be deducted from the grade if work is turned in late. No assignments will be accepted 7 days after the due date without prior arrangement.

I. Assignments are to be completed on an individual basis unless otherwise specified.

J. There may be pop quizzes given over the course of the semester.

Evaluation of Course/Instructors by Students
A. Evaluation of the course and the faculty will be completed by each student. Students are encouraged to be honest with their comments and to offer constructive suggestions to improve the nursing department

B. Evaluations are completed anonymously by the student. They will be placed in Black Board or the administrative assistant will compile the results, insuring all evaluation information is reported in batch form. Therefore, nothing on the evaluation is identifiable to a specific student.

Exams
A. All unit exams will be given on the date noted in the course calendar.

B. During the time of testing and test review the student will not be allowed to bring any items into the classroom including electronic devices (cell phone, iPod, pagers, programmable calculator, computer, laptop, iPad and etc.) as well as books, bags or purses. Instructors will provide all material that is required (pencil, paper and calculator). During these times, in case of emergency, the student can be reached through the Nursing Department at (405) 262-2552. These changes are being implemented in an effort to deter academic dishonesty.

C. Each student will use their RCC student ID number. This will be different than your mailbox number.

D. If the student is unable to take the exam on the assigned date, he or she must notify the instructor as soon as possible prior to the exam and make arrangements to make up the exam. Failure to make arrangements prior to the exam may result in a grade of “0” being recorded for the exam missed.

E. Failure to be present at the scheduled exam may require counseling which may result in dismissal from course.

F. Faculty may require a medical provider note in case of illness.
G. Exams will begin and end on time. Any late student will be required to complete the exam within the originally allotted time.

H. Faculty has 7 days to post exam scores and reserves the right to delay the posting of test results until all students have tested.

**Graduation Policies**

A. Must meet the basic college requirements for graduation (see RCC Catalog).

B. Must complete all the course requirements for the nursing degree.

C. The last 15 nursing major hours must be completed at Redlands Community College.

D. Must satisfactorily complete the standardized exit exam (ATI) within 2 attempts.
   1. Students will meet with one of the sophomore instructors if they fail the first attempt of the standardized exit exam. Areas of strength and weakness will be identified and documented. The written remediation plan will be signed by the student and faculty member. Remediation will be evaluated, and the second attempt of the standardized exit exam will then be scheduled.
   2. Students may be required to pay for specialty exams that instructors view necessary for remediation. Until students are successful with the exit exam, students will be given an incomplete (“I”).
Grievance Procedures

Grievances/Complaints - Statement of Policy

A student of Redlands Community College who feels that he or she has been treated unfairly by an administrator, faculty member, instructor or other staff member may raise the issue through a grievance, provided there is no other College procedure which is available to address the issue. Issues addressed in other procedures, such as grade appeals, appeals of disciplinary action, complaints of discrimination and complaints of sexual harassment must be pursued in accordance with those procedures.

Informal Resolution

The student must seek informal resolution of the matter before filing a formal grievance. The student shall first raise the issue with the individual whose action is grieved. If the grievance is not resolved, the student shall raise the issue with that individual’s immediate supervisor. The individual whose action is grieved shall be given the opportunity to respond to and participate in the informal resolution process. Absent resolution at this level, the student may then seek formal resolution of the grievance.

Formal Resolution

Before filing a formal grievance, a student must first seek informal resolution of the grievance. If an informal solution is not reached, a student may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual, as outlined in the Statement of Procedure in the Redlands Community College 2014-2015 Catalog.

Sexual Harassment - Statement of Policy

Definition and Examples

For purposes of this procedure and the related policy, the term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
4. Such conduct, either by intent or by effect, creates an intimidating, hostile, or offensive academic or work environment.

Examples of such prohibited conduct include, but are not limited to:

A. persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature;
B. continued or repeated verbal abuse of a sexual nature;
C. repeated insults, slurs, names, remarks, humor, jokes and/or anecdotes that belittle or demean the sexuality or the sex of an individual or a group;
D. repeated, unwelcome comments of a sexual nature about a person's body or clothing;
E. displays of sexually suggestive or sexually explicit objects or pictures;
F. inappropriate written or electronic material or images of a sexual nature;
G. unnecessary physical contact such as patting, pinching, hugging, or repeated brushing against the body;
H. physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated...
stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol;

I. actions or suggestions indicating that benefits will be gained or lost based upon a person's response to sexual advances;

J. gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature

Anti-Retaliation
The College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College’s discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.
The College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.

Designation of Compliance Officer
All employees of the College shall be responsible for compliance with the College’s anti-harassment policy. The College’s Compliance Officer shall coordinate compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations pertaining to prohibited discrimination. The College’s Compliance Officer may be contacted at:
Compliance Officer
Redlands Community College
1300 South Country Club Road
El Reno, Oklahoma 73036-5304
El Reno, OK 73036-5304
(405) 262-2552
Email: Human.Resources@redlandscc.edu

Complaints of Discrimination
Any person who believes he or she has been sexually harassed by any College student, employee, or visitor may file a complaint of discrimination with the College’s Compliance Officer, the person responsible for coordinating compliance with the relevant anti-discrimination laws. If that person is the subject of the complaint, the complaint should be addressed to the Compliance Officer’s supervisor, the Vice President for Finance and Campus Services, who may be contacted at:
Vice President for Finance and Campus Services
Redlands Community College
1300 South Country Club Road
El Reno, Oklahoma 73036-5304
(405) 422-1265
CONFIDENTIALITY POLICY

All client records in all clinical settings are confidential as required by federal and state law and by professional ethics. Therefore, it is the responsibility of each student at Redlands Community College Division of Nursing to maintain complete and total confidentiality in regard to all client information that is collected, analyzed, filed or stored at RCC in student’s assignments, or in any clinical agencies to which students may be assigned.

Each and every person, professional and nonprofessional, who obtains information from a client or a client’s record that is receiving medical, dental or related services is engaged in a privileged communication. Privileged communication belongs to the client and cannot be waived by anyone else. Oklahoma statutory law has expanded the common law scope of confidential communication to include consultation or communication with health care professionals on a need-to-know basis.

In general, no client records or information therein, should be released or discussed without the written consent of the client or by valid court order.

1. However, in most cases, client information may be shared appropriately on a need-to-know basis with the professionals rendering health care in a clinical facility without a written consent.

2. **No printed material concerning clients should be removed from the clinical facility.**

3. Client data stored in computer electronic health record systems in clinical facilities and Redlands Community College, available through printouts and networks, is confidential. Access is protected by responsible usage of passwords and user IDs. Passwords and user IDs are confidential and should not be shared with anyone, including peers, supervisors or instructors. In addition, computers should not be left unattended without first signing off, especially if client information is on the screen. It is important to remember that each user is responsible for protecting the integrity and the security of all confidential data in all the electronic health record systems, and that all entries are the responsibility of the individual identified by the password.

4. Information is a valuable asset to be shared appropriately when necessary and to be protected at all other times. Access to client records should be limited to those who have a need-to-know as necessitated by the performance of required job duties.

5. Any incident of failure to maintain confidentiality with client information will be carefully reviewed by administrative staff and faculty and will result in disciplinary action.

6. No assignments or other documentation containing any information regarding a patient, family, faculty member, clinical facility or student will be saved or left on any open access desktop or hard-drive.
HIPAA
A. Redlands Community College nursing program requires all students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

B. Students may use and disclose protected health information solely for educational purposes; using appropriate safeguards to prevent use of disclosure of the information other than for educational purposes.

Inclement Weather Policies
A. In case of inclement weather where road conditions are hazardous, classes of Redlands Community College may be canceled. Cancellations will be announced on the major television stations (ABC, NBC, CBS), radio stations, and at www.my.redlandscc.edu.

B. If the college cancels classes, nursing classes and labs/clinical/simulations will also be canceled.

C. No student is expected to attend class or lab/clinical/simulation if hazardous road conditions exist in his or her area. However, the student must notify the instructor at least one hour prior to the class or lab/clinical/simulation experience. Student will be counted absent if instructor is not notified.

Instruction Methods
A. The theory component of the course may utilize a variety of instruction strategies including but not limited to lecture-discussion, individual and small group learning activities, computers, presentations, web enhancement, audiovisual aids, videos/DVDs, simulation, and guest speakers.

B. The laboratory component of the course may include but not limited to demonstrations, return demonstrations, group activities, case studies, computer resources, simulations, practice on mannequins and/or live subjects, and audiovisuals.

Insurance
A. Nursing students are required to maintain liability insurance coverage while enrolled in all nursing major course which involve clinical experiences. The fee for insurance is charged to the student by Redlands Community College.

B. Nursing students are strongly encouraged to carry individual health insurance. Any illness or injury incurred by students (either on or away from the premises of the college or clinical agency) is the responsibility of the student. In case of illness or injury during clinical experience, emergency or minor treatment may be provided. Any expenses of such treatment, including movement and hospitalization, are the responsibility of the student.
Items to Bring to Class
A. Students must bring assigned textbooks and the complete syllabus to every class.

B. In addition, students should always check the learning unit and Blackboard for other items that may be required.

C.
D. Students may bring a personal audio recorder to class with approval from instructor.

Lab/Simulation Guidelines
A. Supplies will be provided to students using the lab. Students may request additional supplies for practice from the Simulation Coordinator.

B. Students must wear uniform as indicated on course calendar and bring watch with a second hand, blood pressure cuff, bandage scissors, penlight and stethoscope to all lab skills lab and simulation experiences.

C. Equipment/supplies are to be returned to storage area and the area cleaned before leaving the lab. This includes straightening linens, throwing trash away, returning equipment and supplies.

D. Hand washing is required before and after manipulation of equipment/supplies.

E. Report any needle sticks or injuries that occur in the lab to an instructor immediately.

F. Students must obtain supervision from nursing instructor/simulation coordinator when practicing any invasive procedure in the skills/Simulation Lab (i.e., IVs, NG tubes, injections).

G. Only students who are enrolled in nursing/EMT major courses are to utilize learning resources in the skills lab or simulation lab.

H. Children and guests are not permitted in the skills or simulation lab without permission of the Simulation Coordinator.

I. Hypodermic syringes and needles are not to be removed from the practice areas and to be immediately disposed of in biohazard sharps container.
Latex Sensitivity/Allergy

A. The student is responsible to inform faculty prior to all skills lab or simulation labs of a known latex sensitivity/allergy.

a. Students with known documented latex sensitivity/allergy must provide nursing department with documentation from health care provider regarding latex allergy. Notification of compliance will be provided to the Redlands Community College ADA Compliance Officer.

b. Non-latex gloves and equipment will be provided for students with documented ADA latex sensitivity/allergy.

c. Students with known latex sensitivity/allergy will be responsible to ensure that they use only use latex free gloves and equipment at each lab/clinical/simulation experience.

d. Students with known latex sensitivity/allergy must wear a medical alert bracelet at all times.

e. Students should inform faculty immediately during lab, clinical or simulation experience if they experience rash, flat or raised red patches to the skin, scaling or bleeding eruptions of the skin, runny nose, swelling, and/or difficulty breathing. The student must wash their hands immediately upon faculty notification if any of the above symptoms occur.

Learning Resource Center (LRC)

A. The Learning Resources Center is available to students for many activities including:

1. Reading periodical articles required for unit preparation
2. Access to articles listed as suggested resources for further information on specified subjects
3. Online access to nursing journal database for evidence-based practice summaries
4. Assistance with textbooks and online professional healthcare sites
5. Academic Assessment and Assistance (AAA) Center located on the 2nd floor of the LRC with additional learning aids, tutoring, and testing site
6. APA formatting instructions on the LRC webpage
Licensure

A. The Redlands Community College Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to take the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to US citizens, US Nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent with resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S.567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S.567.5 & 567.6]” (Oklahoma Board of Nursing, 2007).
B. Guidelines for NCLEX Candidates with History of Arrests/Convictions/Prior Disciplinary Action

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
(405) 962-1800

INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

Applicants for licensure or AUA certification in Oklahoma who have ever been arrested for or convicted of any offense, including a deferred sentence or expunged offense; or have ever had disciplinary action taken against another health-related license or certification; or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the Oklahoma Nursing Practice Act. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].

Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5]. Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.

The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, certified copies of the information sheet, charges, judgment, and sentencing, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. If the offense has been expunged, provide a letter from the court clerk verifying that there are no records on file regarding any arrest.
Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may not be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements.

OKLAHOMA BOARD OF NURSING
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800

C. NCLEX or AUA Certification Candidates with History of Arrest/Deferred Sentence/Conviction Policy

I. Regulatory Services staff may approve the application of an NCLEX or AUA certification candidate with a misdemeanor offense in the following cases:

   A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and
   B. The misdemeanor offense was not plea bargained from an initial felony charge; and
   C. The candidate has no other criminal charge(s), judgment, or sentencing pending. Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application.

II. All other Applications of NCLEX Applicants or AUA certification candidates with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may approve the Application of an NCLEX or AUA certification candidate in the following cases:

   A. The criminal charge resulting in deferred sentence or conviction was not for a felony or misdemeanor involving physical harm to another; and
   B. The conviction did not result in a sentence of incarceration that was served; and
   C. The deferred sentence or conviction is older than ten (10) years and the Applicant has successfully completed the terms of the sentence and has had no other subsequent criminal offenses or unbecoming conduct.

   If the deferred sentence or conviction is more than five (5) years old and involved alcohol related incidents, the Applicant may be asked to submit to an Evaluation from an
approved provider that meets the criteria established by the Board. Upon receipt of the Evaluation, if there are no recommendations for treatment or monitoring, the applicant will be approved without disciplinary action. If the Evaluation has recommendations for treatment or monitoring, the Applicant will be offered a Stipulated Order based upon the Evaluator and/or IDP or Board recommendations.

III. All other Applications of candidates with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration or mental incompetence, not falling within the parameters of Sections I and II above must come before the IDP or Board for decision.

Regulatory Authority: 59 O.S. §567.8

Board Approved: 09/95
Board Reviewed w/o Revision: OBN Policy/Guideline #E-20
Page 1 of 1
Medication Dosage Calculation Exam, Medication Administration Demonstration and Medication Administration Practicum

A. A Medication Administration Demonstration will be administered first year prior to the student administering medications in clinical.
B. Medication Administration Practicum will be administered second year prior to the student administering medications in clinical.
C. A Medication Dosage Calculation Exam will be administered each semester prior to the student administering medications in clinical. If the student does not achieve passing on the first attempt the student will be required to remediate. Students will get 2 attempts to pass the dosage calculation exam at 100%.
D. Students will use Redlands Community College provided calculators during the Medication Administration Practicum, Medication Administration Demonstration, and Medication Dosage Calculation Exam.
E. Students who do not pass the Medication Administration Demonstration within 2 opportunities will be withdrawn from the current nursing course.
F. Students who do not pass the medication practicum within 2 opportunities will be withdrawn from the current nursing course.

Physical Limitations (also see ADA policies)

A. The student is responsible for notifying the course coordinator and/or clinical instructor when any physical condition that may limit activities in clinical, skills lab or simulation experiences occurs. This includes but is not limited to infectious illnesses (i.e. Strep throat, MRSA, flu, pinkeye, etc.), pregnancy, orthopedic injury, immunosuppressed, etc.
B. The student may be required to have their physician complete a “Physical Limitations” form or a release prior to participating in clinical or lab experiences.

Readmission and Retention Policies

A. A student who withdraws or fails any nursing major course may submit a letter to Admissions Committee requesting readmission. Readmission may be requested one time only and must be within one year of failure or withdrawal. The entire program must be completed within 3 years whether the student voluntarily withdraws or fails any nursing course. Refer to the admission handbook for further information regarding readmission to the RCC nursing program.
B. The Admissions Committee or representative will review all letters requesting readmission and may request an interview with the student.
C. The number of students to be readmitted is determined based on readmission criteria and course enrollment. Students will be notified about admission status at the earliest possible date prior to the beginning of the semester for which the individual is requesting.
D. Students MUST pass theory AND clinical courses in the same semester. BOTH courses must be retaken in event of readmission.
E. All students in the nursing program must maintain a “C” in all required support courses and a 78% in ALL nursing courses.
F. All students with a LPN license must maintain their license in good standing throughout the Redlands Community College nursing program.

G. At any point minimal physical qualifications and/or annual requirements are not met the student may be withdrawn from the course.

H. Enrollment in the nursing program may be discontinued if the student’s personal conduct (i.e. ethical, legal, moral) is incongruent with a professional conduct as defined by the Oklahoma Board of Nursing. This includes, but is not limited to:
   1. Participation in academic cheating
   2. Plagiarism
   3. Unauthorized possession of examinations
   4. Falsification of client and/or agency records
   5. Illegal possession, sale, or distribution of drugs
   6. Illegal possession of weapons
   7. Theft
   8. Charges and/or conviction of felony or any violent offense
   9. Failure or refusal to cooperate with mandatory drug testing
   10. Any other conduct incompatible with professional behavior

Reference Request Forms
A. Students must submit a completed “Reference Request Form” (see Appendix) before any written, electronic, or verbal reference (e.g. for employment, housing, insurance, scholarships) is provided.

B. Reference Request Forms must be submitted to the instructor at least 48 hours prior to reference deadline.

C. If the reference is for a clinical reason (e.g. Scholarship, internship, job), the request must be submitted to the student’s clinical instructor.

D. References are sent directly to the person/facility named. Copies will not be provided to students. However, a copy will be maintained in the student’s personal file. If the student needs to hand-deliver the reference, it will be placed in a sealed envelope.

E. When the reference is completed by the instructor, a copy of the request form will be placed in the student’s mailbox as documentation that the reference has been completed.
Safety of Students
A. Standard precautions are to be utilized by all students in all situations requiring contact with body fluids.

B. If a client or student incident (i.e. fall, needle stick, allergic reaction, etc.) occurs while the student is attending at Redlands Community College nursing program required learning experience, the clinical instructor must be notified immediately. Treatment of the student must be obtained as required by the clinical site. However, the student may be financially responsible for treatment costs.

C. A Clinical Incident Report (see Appendix) must be completed and submitted to the Course Instructor within 24 hours.

Skills Performance Checklist
A. A Skills Performance Checklist will be maintained by each student throughout all of the nursing courses at Redlands Community College. This checklist will serve as documentation that all skills have been completed satisfactorily. Students are required to keep this form during the 2 years of enrollment in nursing program. Students are expected to keep checklist in 3 ring binder. Upon completion of the nursing program the checklist will be turned in to the Sophomore Faculty.

B. This checklist will be brought to each lab and clinical experience and will be utilized for the entire two year course of study.

C. The student is responsible for ensuring skills demonstrated in lab are signed by the instructor.

D. Skills may not be performed in the clinical setting if the skill has not been signed. Skills marked with an asterisk (*) must also be checked off by an instructor in the clinical setting before performing the skills independently.

Standardized Exams-Assessment Technologies Institute (ATI)
A. Students are required to take standardized examinations in each of the nursing courses. Fees for these exams are charged to the student by Redlands Community College.

B. Students are required to make a 100% on at least one practice exam prior to arrival for the scheduled ATI course exam.

C. Students are required to make a Level II competency on standardized exams. If Level II competency is not achieved, the student is subject for removal from the program.

D. The Comprehensive Exit Exam is discussed in the Graduation section of the student handbook.
**Student Nursing Association**

A. The Redlands Community College Student Nursing Association (RCC SNA) is an affiliate organization with the Oklahoma Student Nursing Association (OSNA).

B. To join the RCC SNA, the student must first join the National Student Nursing Association (NSNA) at www.nsna.org.

C. The major purposes of the RCC SNA are:
   1. To assume responsibility for contributing to nursing education at RCC in order to provide for the highest quality health care.
   2. To provide community service programs representative of fundamental and current professional interests and concerns.
   3. To aid in the development of the whole person, his/her responsibility for the health care of people in all walks of life.
   4. Promote communication with faculty regarding student concerns.

D. Benefits of membership in RCC SNA and NSNA include but limited to:
   1. Programs to aid your professional growth such as leadership and communication skills.
   2. Group and individual activities to promote personal growth.
   3. Subscription to *Imprint* from the NSNA.
   4. Opportunities to assist a strong and student-oriented nursing program.
   5. Visibility as a leader within the college and community.
   6. Reduced registration fees at OSNA Convention.
   7. Health insurance coverage at reasonable rates.
Appendix
Redlands Community College
Nursing Program
Clinical/Lab Incident Report

Student_________________________________________ Date___________________

Clinical Facility ________________________________ Clinical Instructor_______________

Date of Occurrence _______Time of Occurrence _____Time Occurrence Discovered_____

Exact location of occurrence____________________________________________________

Effect on student_____________________________________________________________

Did medical device use/misuse contribute to student injury?  _____Yes _____No

If yes, list equipment__________________________________________________________

What could have been done different to prevent this incident? ______________________

Nature of Occurrence: (check all that apply)

1. Area incident occurred
   _____a. Client room
   _____b. Operating room
   _____c. Emergency room
   _____d. Critical care unit
   _____e. Public area (inside)
   _____f. Hospital grounds (outside)
   _____g. Other (_______________)

2. Nature of injury
   _____a. Laceration
   _____b. Infectious exposure
   _____c. Fracture/dislocation
   _____d. Chemical burn
   _____e. Needle stick
   _____f. No apparent injury
   _____g. Other (_______________)

3. Slip/Fall
   _____a. Corridor
   _____b. Parking
   _____c. Outside
   _____d. Room
   _____e. Stairway
   _____f. Elevator
   _____g. Other, specify

4. Medication
   _____a. Not charted
   _____b. Incorrect dosage
   _____c. Incorrect medication
   _____d. Method of administration
   _____e. Duplication
   _____f. Wrong client
   _____g. Incorrect route
   _____h. Transcription error
   _____i. Other, specify

5. Treatment/Procedure
   _____a. Incorrect
   _____b. Improper Performance/technique
   _____c. Delayed
   _____d. Lost specimen
   _____e. Wrong client
   _____f. Omitted
   _____g. Complication resulting injury
   _____h. Other, specify

6. Miscellaneous
   _____a. Assault, specify
   _____b. Struck by object
   _____c. Burn
   _____d. Other (_______________)

Reviewed: 08-10
Revised: 07-08
Redlands Community College
Nursing Program
Community Clinic Participation Form

Name: ________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Site</th>
<th>Activity</th>
<th>Hours</th>
<th>Verification Signature</th>
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Students may submit requests to use other community organizations to meet community clinic requirements. Alternate sites must be approved by Nursing Faculty Council.

Access Health Clinic
902 Chickasha Avenue
Chickasha, OK 73018

Olivet Baptist Community Clinic
Integris Free Clinic
1202 N.W. 10th Street
Oklahoma City, OK

Agape Health Clinic
912 W. Main
Weatherford, OK
Redlands Community College  
Nursing Program  
Reference Request Form

To: ____________________________  From: ____________________________  

I request that you provide a written reference for me to:

Person ____________________________________________________________  
Title ______________________________________________________________  
Complete __________________________________________________________  
Address ____________________________________________________________  
______________________________________________________________  

The purpose of the reference is: __________________________________________  
Date Reference is needed: ____________________________

I understand that I am giving my permission for the reference by signing this form. I also understand that the reference may include both strengths and areas for improvement.

Signature ____________________________  Date ____________________________  

*Attach any special forms or criteria. Please allow 48 hours minimum for requests.

---------------------------------------------------------------------------------------------------------------------  
Office Use Only:

Action:

_____ Copy made for personal file

_____ Requested reference mailed on ____________.

_____ Requested reference attached sealed in confidential envelope.

_____ The following information/materials are needed in order to complete your request:

__________________________________________________________________________  

__________  ____________  

____ Date  ______ Signed
Redlands Community College Nursing Program
Student Documentation of Lab Absence

Student name: _______________________________________________________

Date(s) of Absence _________________ Time of Notification__________

Person(s) notified__________________________________________________

Nursing Course (circle one)
   Fundamentals / Adult Health / OB and Peds / Mental Health / Leadership

Type of Absence (circle all that apply)
   Skills Lab / Simulation / Return Demonstration / Medication Administration
   Practicum

Please document the circumstances that led to your absence:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please document how you will prevent additional absences in the future:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Signature_________________________ Date of submission ________________
Redlands Community College

Simulation Lab

Photographs/Video Agreement

I acknowledge and understand that photographs and/or video will be made during my training. I consent to being photographed or videotaped. I, further, understand that my photograph may be used in advertising or training literature or videos, and I consent to such use. By signing this agreement, I acknowledge that I have read, understood and will consent to the Photographs/Video outlined above.
Redlands Community College

Simulation Lab

Confidentiality Agreement

I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of Redlands Community College policy. This information is privileged and confidential regardless of format: electronic, written, overheard or observed. What happens in simulation lab stays in simulation lab!

- Any inappropriate viewing, discussion, or disclosure of this information may be a violation of the Health Insurance Portability and Accountability Act (HIPPA) and other state and federal laws. Students are expected to uphold all requirements of HIPAA.

By signing this agreement, I acknowledge that I have read, understood and will conform to the Redlands Community College Simulation Lab Confidentiality Agreement outlined above.
Redlands Community College
Simulation Guidelines

Goal:
The goal of the Simulation Lab is to provide a safe, life-like environment to learn and practice essential nursing skills, without the risk of harm to actual patients. The simulation lab is to prepare students for their clinical experiences. Once learned, these skills are utilized in the clinical setting to provide safe, knowledgeable and effective nursing care. Using scenarios that progress from simple to complex, students get hands-on experience to prepare for clinical practice. This is a team learning experience in a safe, non-threatening environment.

Attendance:
Attendance in the lab is part of course credit hours and is mandatory. An attendance sheet will be available for record keeping purposes.

- **It is the responsibility of the student to sign in.** A student is absent if they did not sign in. A student is not to sign in for another student - this is unethical and unacceptable behavior.
- Students are to arrive **on time** for simulation. Students **may not enter simulation late**, but must wait to enter during the first break.
- If an extenuating circumstance causes a student to miss a lab student must notify the Simulation Coordinator prior to the lab. A student calling a classmate to relay a message regarding absence or tardiness is not acceptable.
- A lab absence will require a student to complete a lab absence report. See the Redlands Community College Lab absence form in the appendix. The lab absence form will be turned in to the Simulation coordinator the next classroom day. A lab make-up assignment maybe assigned. If a make-up is determined then both the student and faculty will develop the make-up strategy together and the student will receive a signed copy of arrangement.
- If a make-up assignment is assigned the make-up assignment will be due within 2 weeks of the original absence. If make-up assignment is not completed on time, the student can be removed from the Redlands Community College Nursing Program.

Safety:

- Everything in the simulation lab is simulated – there are no real body fluids.
- When participating in simulation activities, students will follow Standard Precautions and transmission Precautions (droplet, airborne, contact).
- The labs are NOT entirely free of latex. Some essential products and mannequins do contain latex. Wherever possible, latex free products and equipment are available in lab.
- If a student has a known sensitivity/allergy to latex, please notify faculty immediately.
- In the event of a needle stick or other injury in the simulation lab inform faculty immediately: do not try to hide the injury.
- There are no children or student guests allowed in the simulation lab.
Responsibility:

- Lab experiences or scenarios in simulation lab are considered confidential. No discussion until every student has completed the assignment.
- The simulation lab is a learning environment. Situations simulated in the lab are learning tools. All scenarios, regardless of their outcome, are to be treated in a professional manner. The simulation mannequins are treated with respect and are to be treated as if they were live patients.
- No simulation user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users. The student or faculty running the scenario should have everyone’s respect and attention.
- Do not use simulation equipment for any purpose other than its intended use. Anyone abusing simulation equipment will be asked to leave the lab. A student maybe held accountable for broken equipment if responsible for damage.
- If you notice something is broken, please notify lab staff immediately. Students may be dismissed from the Nursing Program as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional. Refer to the Nursing Program Student Handbook.
- Do not sit on the beds; the bed is the patient’s private space.
- Do not remove mannequins from the beds.
- Silicone spray is the only lubricant to be used on the mannequins for skills such as airway suctioning, Foley catheter insertion, etc. Please use silicone spray sparingly. Do Not allow silicone spray on the floor, it is extremely slippery.
- Do not place felt tipped markers, ink pens, acetone, iodine, or other staining medications, newsprint or inked lines of any kind on or near the mannequins, as it will stain them.
- Please keep hands clean at all times.
- There is no gum chewing, food, or drinks allowed in lab during simulation or viewing of video. Bottled water is allowed in the debriefing area only.
- Cell phones and pagers must be turned off during all simulation lab experiences. If you notice anything that needs restocking (gloves, paper towels, etc.) please notify lab staff.
- Please leave the lab in as good as or better condition than you found it.

General:

- Simulation Lab is a replication of a clinical site.
- All policies listed in the Nursing Program Student Handbook for clinical responsibilities apply to the simulation lab.
- The Redlands staff and nursing department faculty are here to help students succeed.
- Students can help ensure their success by coming to simulation prepared.
- Being prepared will include watching the appropriate videos and reading the content associated with the scenario. Having an understanding of the major disease process or condition described in the scenario will enhance learning in simulation. Also understanding the pertinent lab values, tests, medications, and nursing care associated with the disease process or condition is crucial to learning.

Nursing is a profession that requires a great deal of practice to acquire a level of expertise, not only for accuracy and patient safety, but also for the comfort and safety of the practitioner as well.
Redlands Community College
Simulation and Skills Lab Absence/Tardy Contract

STUDENT NAME: ______________________________________

DATE and ACTION: (Describe actions and desired outcomes)
__________________________________________________________
__________________________________________________________
__________________________________________________________

Make up assignment:
________________________________________________________
__________________________________________________________
__________________________________________________________

DATE ASSIGNMENT TO BE COMPLETED: (No later than 2 weeks from original simulation date) Not turning in a make-up assignment on time can lead to dismissal from RCC Nursing program.

DATE AND SIGNATURE OF STUDENT:

SIGNATURE OF FACULTY:

DATE ASSIGNMENT RECEIVED:

COMMENTS:
________________________________________________________
__________________________________________________________
__________________________________________________________
Redlands Community College
Nursing Program
Student Affirmation Form

_______ I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a RCC nursing student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a RCC nursing student. I will adhere to HIPAA guidelines.

_______ I have/will read the syllabus of the nursing course I am taking this semester and I understand the criteria established for grading my course work. I understand that my average on exams must be 78 or higher in order to attain a passing grade for the course.

_______ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses.

_______ I will maintain and uphold the academic integrity policy of the Division of Nursing and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another’s assigned work, or lying about any situation.

_______ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the Division of Nursing.

_______ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the Division of Nursing.

_______ I will sign my own papers and other documents and will not sign any other student’s name to anything, including class rolls.

_______ I will do my own independent assignments when participating in-group work.

_______ I will not allow any student access to any of my paperwork for the purpose of copying.

_______ I understand that during the time of testing and test review I will not be allowed to bring any item into the classroom including electronic devices (cell phone, iPod, pagers, programmable calculator, computer, laptop, iPad and etc.) as well as books, bags or purses. Instructors will provide all material that is required (pencil, paper and calculator). During these times, in case of emergency, I can be reached through the Nursing Department at (405) 262-2552. These changes are being implemented in an effort to deter academic dishonesty.
I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive.

I understand that plagiarism is using someone else’s work or reusing my own previous work without giving credit where credit is due (to the original author or artist). I will not plagiarize my work or the work of others.

__________________________________________                     _______________
Student’s Signature                                                                           Date

__________________________________________                     ________________
Student’s Printed Name                                                                          Course Number
I have received information regarding the drug free policy at Redlands Community College Division of Nursing and I understand that I must submit to a drug test by a qualified laboratory selected by the Division of Nursing and the results of the test will be provided to the Director of the Division of Nursing. I understand that if the test result is positive, I will be denied admission to the program.

I further understand that I will be subject to drug tests while enrolled in the program. A positive drug test or refusal to submit to testing will result in dismissal from the RCC nursing program.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE DIVISION OF NURSING DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE TEST IS REQUIRED FOR ADMISSION AND PROGRESSION IN THE RCC NURSING PROGRAM.

________________________________________  ________________  
Student                                                                 Date

_______________________________________________  ________________
Witness                                                                 Date
Acknowledgement/Receipt of Handbook
I have obtained a copy of the Redlands Community College Nursing Student Handbook and have read all content, including all policies. I understand that I am responsible for compliance with all policies included in the Handbook. I also understand other course requirements as presented in the nursing course syllabi and/or in writing to me must be met in order to progress in the nursing program.

__________________________________________  ____________________________
Signature                                      Date

__________________________________________  ____________________________
Printed Name                                  Student ID